Table of Contents

MCTC Areas of Study iv
MCTC Awards, Degrees, Diplomas and Certificates v
Important Information and Phone Numbers . . . vii
2008–2009 Academic Calendar viii

Getting Started

Admission to MCTC 2
Applying for Admission 2
Power of YOU 3
Declaring Your Major 4
Readmission 4
Transfering to MCTC 5
Placement Testing 5
New Student Orientation 6

Paying for College

Tuition 8
Tuition Rates 8
Fees Included in Tuition 8
Course Fees 8
Registration Cancellation for Nonpayment 8
Payment Options 8
Tuition Refund and Waivers 9
Other College Costs 9
Reciprocity Agreements 9
Financial Aid 10
Four Easy Steps to Apply for Financial Aid 10
Applicants Without a High School Diploma or GED . . 10
How Financial Aid Is Determined 10
Grants 11
Work Study 11
Loans 11
Scholarships and Other Sponsored Funding 12

Registering for Classes

Registration Process 14
Multiple Sections Prohibited 14
Adding and Dropping Classes 14
Credit Load Limitations 14
Course Cancellations 14
Prerequisites 14
Taking a Class Pass/Fail 15
Auditing a Class 15
Repeating a Course 15
Withdrawing from a Class 15
Deadlines for Withdrawing 15
Procedure for Withdrawing 15
Attendance 16

Taking Classes

Academic Credits 18
Course Options 18
Online Courses 18
Service Learning and Project SHINE 18
Directed Study 18
Internships and Clinicals 18
Continuing Education and Training 18
Evaluating Academic Performance 19
Class Syllabus 19
Grading System 19
Incomplete Grades 19
Final Exams 19
Cancellation of a Class Session 19

Earning an Award

MCTC Awards 22
Associate in Arts Degree 22
Associate in Fine Arts Degree 23
Associate in Science Degree 23
Associate in Applied Science Degree 23
Diplomas 23
Certificates 23
General Education 24
Minnesota General Education Transfer Curriculum Competencies 24–26
Graduation Requirements 26
Credit-Earning Options 26
Intent to Graduate 26
Credits Earned at MCTC 26
Catalog Requirements 26

Student Records

Student Grade Reports and Transcripts 28
Deans' Honor List 28
Change of Address/Name 28
Emergency Student Contact 28
Residency Requirements 29

College Offices and Services

Student Services 32
Office of Student Affairs 32
Student Services Center 32
Admissions Office 32
Registrar's Office 32
Financial Aid Office 32
Resource and Referral 32
Business Services 32
Counseling and Advising Office 32
Student ID Cards 32
Power of YOU 32
Testing Center 33

continued on next page

Instructional Services 33
Office of Academic Affairs 33
Contacting Faculty 33
Library 33
College Computer Services 33
Bookstore 33
Educational Support Services 34
Advising Services 34
Counseling Services 34
International Student Services 34
Multicultural Student Services 34
Veterans' Services Office 34
Learning Center 34
Disability Services 35
Educational Opportunity Center 35
High School Upward Bound 35
Starting Point 35
Talent Search 36
Veterans' Upward Bound 36
Women's Upward Bound 36
Career Development Services 36
Student Life 36
Campus Safety and Security 36
Parking 36
Housing 37
Insurance 37
Student News 37
Student Organizations 37
Clubs and Activities 37
Theatre Arts 37
Intercollegiate Athletics 38
Music Ensembles 38
Phi Theta Kappa (PTK) 38
Recreation and Leisure Activities 38
Student Ambassadors/Mentors 38
Student Newspaper 38
Office of Student Life 38
Student Senate 38

Programs and Credentials

Articulation Agreements 40
Programs 42
Accounting 42
Addiction Counseling 44
Air Traffic Control 45
Aircraft Technician 47
American Indian Studies 50
Apparel Technologies 51
Architectural Technology 52
Barbering 53
Biology 54
Biotechnology 55
Business Management 56
Business Office Administration 58
Cabinetmaking 61
Carpentry 63
Central Services Technician 64
Chemistry 65
Child Development 66
Cinema: Cinema Production 69
Cinema: Cinema Studies 71
Cinema: Cinematography 72
Cinema: Directing and Producing 74
Cinema: Editing and Postproduction 76
Cinema: Screenwriting 78
Community Health Worker 81
Computer Forensics 82
Computer Science 84
Computer Software Development 85
Computer Support and Network Administration 90
Construction Electricity 95
Criminal Justice Studies 96
Culinary Arts 97
Dental Assistant 100
Education 102
Electroneurodiagnostic Technology 104
Electronic Publishing and Web Design 105
Filmmaking 109
Fine Arts 111
Global Studies* 112
Graphic Design and Visual Communication 113
Healthcare Core Curriculum 115
Heating, Ventilation, Air Conditioning and Refrigeration 116
Homeland Security Specialist 118
Human Services 120
Jewelry Gemology 122
Jewelry Manufacturing and Repair 123
Law Enforcement 126
Legal Office Specialist 128
Library Information Technology 129
Machine Tool Technology 131
Mathematics 133
Media Production 135
Medical Office Assistant 137
Nursing 138
Nursing Assistant/Home Health Aide 141
Phlebotomy 142
Photography and Digital Imaging 143
Polysomnographic Technology 145
Recreation Studies 146
Software (Computer) Development 148
Sound Arts 152
Theatre Arts 154
Video and Digital Arts 155
Welding and Metal Fabrication 157

*pending MnSCU approval

Western Herbalism. 158
Women's Studies 159

Course Descriptions

Academic Development. 162
Accounting. 162
Addiction Counseling 164
Air Traffic Control 166
Aircraft Technician 168
American Indian Studies 170
American Sign Language 171
American Studies 171
Anthropology. 172
Apparel Technologies. 172
Arabic 174
Architectural Technology 174
Area, Cultural and Ethnic Studies 176
Art. 178
Astronomy 180
Barbering 180
Biology 182
Biotechnology 185
Business Management 186
Business Office Technology. 188
Cabinetmaking. 191
Carpentry 193
Central Services Technician. 194
Chemistry. 195
Child Development 197
Chinese. 200
Cinema Courses 200
Community Health Worker 205
Computer Literacy 205
Computer Science 206
Construction Electricity. 207
Culinary Arts 209
Dental Assistant 212
Economics 214
Education 214
Electroneurodiagnostic Technology 216
Electronic Publishing and Web Design. 218
Engineering 220
English 220
English as a Second Language 224
Filmmaking 225
Food Service Dietary Aide 226
French 226
Geography 227
Geology 228
Global Health and Healing Arts 228
Graphic Design and Visual Communication 229
Health. 232
Healthcare Core Curriculum 233
Heating, Ventilation, Air Conditioning and
Refrigeration 235
History 238
Homeland Security Specialist 241
Honors 242
Human Services 242
Information Studies. 244
Information Technology 246
Japanese 253
Jewelry 253
Journalism 256
Law Enforcement. 256
Machine Tool Technology. 258
Mathematics. 260
Media Production 263
Music 265
Nursing. 267
Nursing Assistant/Home Health Aide 270
Philosophy 271
Phlebotomy 272
Photography. 272
Photography and Digital Imaging. 272
Physical Education. 275
Physics 279
Political Science 279
Polysomnographic Technology. 281
Psychology 283
Reading. 284
Recreation Studies 284
Sociology 285
Sound Arts 287
Spanish. 288
Speech Communication 289
Study Skills. 291
Theatre Arts 291
Video and Digital Arts 295
Welding and Metal Fabrication. 295
Western Herbalism. 296
Women's Studies 297

Appendices

Appendix A: Maps and Directions 300
Appendix B: Admininstrators and Board 302
Appendix C: Faculty 303
Appendix D: Staff. 311
Appendix E: College Policies 315

MCTC Areas of Study

Aviation Careers

Air Traffic Control 45
Aircraft Technician 47

Business Careers

Accounting 42
Business Management 56
Business Office Administration 58
Legal Office Specialist 128

Health Careers

Addiction Counseling 44
Central Services Technician 64
Community Health Worker 81
Dental Assistant 100
Electroneurodiagnostic Technology 104
Healthcare Core Curriculum 115
Medical Office Assistant 137
Nursing 138
Nursing Assistant/Home Health Aide 141
Phlebotomy 142
Polysomnographic Technology 145
Western Herbalism 158

Information Technology Careers

Computer Forensics 82
Computer Support and Network Administration 90
Library Information Technology 129
Software (Computer) Development 85, 148

Public Safety Careers

Criminal Justice Studies 96
Homeland Security Specialist 118
Law Enforcement 126

Liberal Arts

American Indian Studies 50
Biology 54
Biotechnology 55
Chemistry 65
Computer Science 84
Fine Arts 111
Global Studies 112
Mathematics 133
Theatre Arts 154
Women's Studies 159

Manufacturing and Applied Technology Careers

Architectural Technology 52
Cabinetmaking 61
Carpentry 63
Construction Electricity 95
Heating, Ventilation, Air Conditioning and Refrigeration 116
Machine Tool Technology 131
Welding and Metal Fabrication 157

Media Arts

Cinema: Cinema Production 69
Cinema: Cinema Studies 71
Cinema: Cinematography 72
Cinema: Directing and Producing 74
Cinema: Editing and Postproduction 76
Cinema: Screenwriting 78
Electronic Publishing and Web Design 105
Filmmaking 109
Graphic Design and Visual Communication 113
Media Production 135
Photography and Digital Imaging 143
Sound Arts 152
Video and Digital Arts 155

Public Service Careers

Child Development 66
Education 102
Human Services 120
Recreation Studies 146

Service Industry Careers

Apparel Technologies 51
Barbering 53
Culinary Arts 97
Jewelry Gemology 122
Jewelry Manufacturing and Repair 123

MCTC Awards
Degrees, Diplomas and Certificates

Accounting Clerk Certificate 43
Accounting Technician A.A.S. Degree 42
Accounts Payable/Receivable Certificate 43
Addiction Counseling A.S. Degree 44
Addiction Counseling Diploma 44
Administrative Assistant/Software Support Diploma 59
Administrative Assistant/Software Support Specialist A.A.S. Degree 58
Air Traffic Control A.A.S. Degree 45
Aircraft General Certificate 48
Aircraft Powerplant Certificate 48
Aircraft Structures Certificate 49
Aircraft Systems Certificate 48
American Indian Studies Certificate 50
Apparel Technologies Certificate 51
Apparel Technologies Diploma 51
Architectural Technology Diploma 52
Aviation Airframe Technician A.A.S. Degree 48
Aviation Powerplant Technician A.A.S. Degree 47
Baking Certificate 99
Banking and Finance Certificate 57
Banking and Finance Concentration A.S. Degree 57
Barbering Diploma 53
Basic Woodworking Technician Certificate 62
Biology A.S. Degree 54
Biotechnology A.S. Degree 55
Bookkeeping Assistant Certificate 43
Business Management A.S. Degree 56
Cabinetmaking A.A.S. Degree 61
Cabinetmaking Diploma 62
Carpentry Diploma 63
Central Services Technician Certificate 64
Chemistry A.S. Degree 65
Child Development A.A.S. Degree 67
Child Development A.S. Degree 67
Child Development Certificate 68
Child Development Diploma 68
Cinema: Cinems Production Certificate 69
Cinema: Cinema Studies Certificate 71
Cinema: Cinematography A.S. Degree 73
Cinema: Directing and Producing A.S Degree 75
Cinema: Editing and Postproduction A.S. Degree 77
Cinema: Screenwriting A.S. Degree 79
Cisco Network Administrator Certificate 93
Community Health Worker Certificate 81
Community Health Worker Enhanced Role Certificate . . .81
Computer Forensics A.A.S. Degree 82
Computer Graphic Imaging Diploma 136
Computer Security Specialist Certificate 93
Computer Support and Network Administration A.A.S. Degree 91
Computer Support and Network Administration Diploma . . 91
Construction Electricity Diploma 95
Criminal Justice Studies A.S. Degree 96
Culinary Arts A.A.S. Degree 97
Culinary Arts Certificate 99
Culinary Arts Diploma 98
Database Specialist Certificate 88, 151
Dental Assistant Diploma 100
Dental Assistant Expanded Functions Certificate 101
Dental Office Support Personnel Certificate 101
Digital Video Certificate 136
Dynamic Digital Media A.A.S. Degree 135
Education A.S. Degree 102
Electroneurodiagnostic Technology Diploma 104
Electroneurodiagnostic Technology A.A.S. Degree 104
Electronic Publishing Certificate 108
Electronic Publishing Diploma 107
ESOL Education Certificate 102
Film Studies Certificate 110
Filmmaking A.S. Degree 110
Fine Arts A.F.A. Degree 111
Game Developer Certificate 86
Global Studies Certificate* 112
Graphic Design and Visual Communication A.A.S. Degree 113
Graphic Design and Visual Communication Diploma . . .114
Heating, Ventilation, Air Conditioning and Refrigeration A.A.S. Degree 117
Heating, Ventilation, Air Conditioning and Refrigeration Diploma 117
Homeland Security Specialist A.A.S. Degree 118
Homeland Security Basic Certificate 119
Homeland Security Emergency Management Certificate 119
Homeland Security Planning Certificate 119
Human Services A.S. Degree 120
Human Services Diploma 121
Information Assurance Professional Diploma 92
Interactive Media Diploma 136
JAVA Developer Certificate 87
Jewelry Gemology Certificate 122
Jewelry Manufacturing and Repair A.A.S. Degree 123
Jewelry Manufacturing and Repair Diploma 124
Jewelry Manufacturing Technician Certificate 124
Jewelry Repair Technician Certificate 125
Law Enforcement A.S. Degree 126
Law Enforcement Certificate 127
Legal Office Specialist Certificate 60, 128
Library Information Technology A.S. Degree 129
Linux Network Administrator Certificate 93
Machine Tool Technology Diploma 131
Mathematics A.S. Degree 133
Medical Office Assistant Diploma 137

*pending MnSCU approval

continued on next page

Microsoft Network Administrator Certificate 94
Nursing A.S. Degree 139
Nursing Assistant/Home Health Aide Certificate 141
Nursing Assistant/Home Health Aide
Extended-Hour Certificate. 141
Nursing Mobility Program. 140
Nursing Pathway Program A.S. Degree 139
Office Information Processing Specialist A.A.S. Degree . . .59
Open Source Developer Certificate 89
Payroll Accounting Certificate 43
Phlebotomy Certificate 142
Photography and Digital Imaging A.A.S. Degree 143
Photography and Digital Imaging Diploma 144
Photography and Digital Imaging Certificate. 144
Polysomnographic Technology A.A.S. Degree 145
Practical Nursing Diploma. 139
Public Information Services Certificate. 130
Recreation Studies A.S. Degree 146
Recreation Studies Certificate: Core Studies 147
Recreation Studies Diploma: Professional Focus 147
Small Business Accounting Certificate 43
Software Developer Diploma. 86
Software Development A.A.S. Degree 85
Sound Arts A.S. Degree 153
Technical Information Services Certificate. 130
Theatre Arts A.F.A. Degree. 154
Video and Digital Arts A.S. Degree 156
Visual BASIC .NET Developer Certificate 87, 150
Visual C# Developer Certificate 87, 150
Web Design A.A.S. Degree. 106
Web Design Certificate 107
Web Design Diploma. 106
Web Developer Certificate. 88, 151
Welding and Metal Fabrication Certificate. 157
Western Herbalism A.A.S. Degree 158
Wireless Network Administrator Certificate 94
Women's Studies Certificate 159

Important Information

Accreditation

Minneapolis Community and Technical College (MCTC) is accredited by The Higher Learning Commission and is a member of the North Central Association (30 N. LaSalle St., Suite 2400; Chicago, IL 60602-2504; 312-263-0456; *www.ncahigherlearningcommission.org*).

MCTC is also approved by the U.S. Office of Education for participation in federal programs, by the U.S. Department of Immigration for international students, and by the Minnesota State Approving Agency for Veterans' Educational Benefits. The Nursing program is approved by the Minnesota Board of Nursing and accredited by the National League of Nursing Accrediting Commission. The Law Enforcement program is accredited by the Minnesota Board of Peace Officer Standards and Training. The Dental Assistant program is accredited by the Commission on Dental Accreditation of the American Dental Association. The Aviation Technician program is accredited by the Federal Aviation Administration (FAA).

Security and Compliance Reports

State and federal governments require that colleges inform prospective students of various policies and security information. If you wish to receive information about these reports, including the campus security report, crime statistics, procedures for reporting crime and emergencies, campus public safety efforts and programs, drug and alcohol-free schools policy, equity in athletics disclosure information, the discrimination/harassment reporting process, the student code of conduct, notification of student rights under FERPA, voter registration information, MCTC graduation rates as reported in the Student Right to Know, and the withdrawing from classes and Refund Policy, please go to the college website at *www.minneapolis.edu*. Select any heading under "MCTC Main Menu," then select "Compliance and Security Reports." If you do not have access to the Web, you may request a printed copy of these reports by contacting the Public Safety Office at Minneapolis Community and Technical College, 1501 Hennepin Ave., Minneapolis, MN 55403 or by calling 612-659-6910.

Disability Services

If you need assistance to access college programs, services or activities, contact Disability Services at 612-659-6730 (voice) or 612-659-6731 (TTY).

Equal Opportunity Statement

Minneapolis Community and Technical College (MCTC) will not discriminate against any person because of race, color, creed, religion, national origin, gender, disability, age, marital status, sexual orientation or status with regard to public assistance. MCTC is an equal opportunity educator and employer, and a member of the Minnesota State Colleges and Universities system.

Information in this brochure can be made available in alternate format on request by calling 612-659-6730 (voice) or 612-659-6731 (TTY). TTY numbers are listed when available. Please contact Minnesota Relay Service at 711 to contact offices where the TTY number is not listed.

Important Phone Numbers

General Information	612-659-6000
Toll Free	1-800-247-0911
Academic Affairs	612-659-6100
Admissions	612-659-6200
Aviation Center	952-826-2400
Bookstore	612-659-6850
Bridge to Success	612-659-6727
Business Services	612-659-6880
Career Services	612-659-6776
Center for Criminal Justice and Law Enforcement	651-999-7600
City College News	612-659-6796
Computer Lab	612-659-6000 x4604
Continuing Education and Training	612-659-6500
Counseling and Advising	612-659-6700
Disability Services (voice)	612-659-6730
(TTY)	612-659-6731
Educational Opportunity Center	612-659-6543
Financial Aid	612-659-6240
High School Upward Bound	612-659-6555
Human Resources	612-659-6840
Judicial Affairs	612-659-6712
Learning Center	612-659-6140
Legal Affairs	612-659-6319
Library	612-659-6290
Multicultural Student Services	612-659-6700
President's Office (voice)	612-659-6300
Public Safety	612-659-6910
Public Safety: Emergency Only	612-659-6900
Registrar	612-659-6250
Service Learning	612-659-6114
Starting Point	612-659-6565
Student Life	612-659-6761
Student Senate	612-659-6799
Student Services Center	612-659-6282
Talent Search	612-659-6568
Testing Center	612-659-6262
Veterans' Upward Bound	612-659-6579 or 612-659-6580

2008–2009 Academic Calendar

Fall Semester 2008

Fall semester begins	Aug. 25
Holiday/campus closed	Sep. 1
Faculty development days (no classes)	Oct. 16–18
Holiday/campus closed	Nov. 11
Holiday/campus closed	Nov. 27–29
Final exams	Dec. 15–19
Last day of fall semester	Dec. 19

Spring Semester 2009

Spring semester begins	Jan. 12
Holiday/campus closed	Jan. 19
Faculty development day (no classes)	Feb. 3
Student Success Day	Feb. 12
Holiday/campus closed	Feb. 16
Faculty development day (no classes)	Feb. 27
Spring break	March 16–21
Faculty development day (no classes)	April 1
Final exams	May 8–14
Last day of spring semester	May 14

Summer Term 2009

Summer term begins	June 1
Holiday/campus closed	July 3
Last day of summer term	July 24

Getting Started

Admission to MCTC

Applying for Admission

Application Deadlines

Applications for general admission to the College will be accepted until the sixth day of the term. Early application is strongly encouraged, as it permits better program planning, the use of advising and counseling services, and timely access to financial aid. Apply for admission online at *www.minneapolis.edu/applynow*. If you do not have access to a computer, you may apply in person at the Student Services Center (T.2200) prior to completing your placement test.

Additional admission requirements and application deadlines apply for the following: International Student Admission, Air Traffic Control, Law Enforcement, Postsecondary Education Option (PSEO), Power of YOU, Nursing, Cinematography, Directing and Producing, Editing and Postproduction, Media Production, and Screenwriting.

(See MCTC Policy 4.01 Appendix E on page 334 for more information.)

General Admission for Award-Seeking Applicants

1. Apply for admission online at *www.minneapolis.edu/applynow* and pay the $20 application fee. All students, regardless of previous attendance, must pay a one-time-only $20 application fee. If you previously attended Minneapolis Community College or Minneapolis Technical College and paid an application fee, you do not have to pay it again. If you need assistance or access to a computer, you may apply in person at the Student Services Center, (T.2200).

   Metropolitan State University students co-enrolling at MCTC do not need to submit an application fee IF they have already paid the Metropolitan State application fee.

2. Submit transcripts. If you have attended another college(s), have an official copy of your transcript(s) sent directly to the Registrar's Office. Plan to bring unofficial copies of your previous college transcripts to use in meetings with counselors and advisors to discuss your program plans. Although MCTC does not require your high school transcript, it may be required for admittance to certain programs.

3. Take placement tests. Check the term class schedule for testing times or call the Testing Center Information Line, 612-659-6262. Students who are transferring from another college or university should check the term class schedule for information about transferring test scores and/or exemptions from testing based on completed coursework. Students with disabilities who need testing accommodations should contact Disability Services at 612-659-6730 before attending a placement testing or orientation session.

4. Attend a New Student Orientation session. Orientation information is provided at placement testing. Transfer students complete the orientation requirement by meeting with a counselor or advisor.

Admission Process for Transfer Students

If you have attended a U.S.-accredited college or university previously and are in good academic standing with a GPA of 2.0 or higher, you may be eligible to apply for admission to MCTC as a transfer student. Please follow steps 1–3 under "General Admission for Award-Seeking Applicants" and meet with a counselor or advisor for assistance with course planning and registration. Applicants seeking financial aid, transfer of credit and/or veterans' benefits are required to submit official college transcripts from all prior colleges attended regardless of grades or academic standing. Students who have attended a college or university previously should submit an official copy of their transcript(s) to the Registrar's Office at the time of application. Students should also have unofficial copies of their transcripts available for advising, financial aid and prerequisite screening.

MCTC reserves the right to review and place conditions on enrollment for transfer students who are not in good standing at their previous college(s).

Procedures for transferring credits to MCTC are on page 5.

Non-Award-Seeking Students

Non-degree, -diploma, or -certificate-seeking students complete the same admission process as regular students but may register for classes without attending a college orientation session. Non-degree, -diploma, or -certificate-seeking students are not eligible for financial aid and may not take courses with placement or program admission requirements unless they have completed the placement exemption process. Students who have earned a bachelor's degree or an associate in arts (A.A.) or associate in science (A.S.) degree should submit a copy of their transcript with the application form for possible exemption from the reading and writing placement. Students who have attended a college or university previously should submit an official copy of their transcript(s) to the Registrar's Office at the time of application. Students should also have unofficial copies of their transcripts available for advising, financial aid and prerequisite screening.

Non-High School/GED Graduates

Students that do not have a high school diploma or GED may still be admitted to the college if they can demonstrate potential for being a successful college student. Students must complete "General Admission for Award-Seeking Applicants" and then meet with the director of admission after completion of the placement test to determine admission to the College.

Postsecondary High School Applicants

The Postsecondary Education Option (PSEO) program offers Minnesotan junior and senior high school students the opportunity to take college-level courses to meet high school graduation requirements, as well as begin their

college career. To be eligible to participate, junior-level high school students must submit an official high school transcript that indicates an overall grade point average of 3.0 or higher (on a scale of 4.0). Senior-level high school students must submit an official high school transcript that indicates an overall grade point average of 2.5 or higher (on a scale of 4.0). Applicants must be 15 years of age or older. Participation in this program must be approved by the applicant's high school. The required campus placement test scores will affect the student's course selection. PSEO students will not be allowed to enroll in any courses below college level. Students accepted into this program are required to attend a mandatory PSEO orientation and will have their tuition costs and book fees waived. All textbooks and equipment provided to a student, and paid for under MnSCU policy 124D.09 subdivision 13, are the property of MCTC. Each student is required to return all textbooks and equipment to the Business Services office after the course has ended. Equipment purchased by the student becomes the property of the student, (i.e. tools, calculators, microcomputers, etc.).

PSEO students may not register for courses excluded from the PSEO registration (a current list of courses is available from the PSEO coordinator). Additional fees for some courses (i.e. Music, Photography, Cinematography, Video Production) must also be paid by the student. Contact the Admissions Office for information packets on the program and application deadlines.

Students may appeal the PSEO admission standards by contacting the Admissions Office. The PSEO appeal process includes submitting a letter of appeal stating which application process the student wants waived; providing two letters of recommendation from high school teachers or counselors; and having a short interview with the director of admissions. Students may not appeal the application deadline. The written appeal must be received by the director of admissions on or before the published PSEO application deadline. Also see information on PSEO Academic Regulations.

Power of YOU

Students who have graduated from a Minneapolis or Saint Paul public high school in spring 2009 and who are residents of either Minneapolis or Saint Paul, may be eligible to participate in the tuition-free **Power of YOU** program for fall 2009. For more information, call 612-659-6727.

International Nonimmigrant Visa Holders

International students are those who do not have U.S. citizenship, permanent residency, or refugee or political asylum status. International students must complete the College's International Student Admissions process—including the special application—by the published deadline. They also must meet the English language, academic and financial requirements. MCTC issues the Form I-20 for the F-1 student visa.

MCTC does not provide on-campus housing. Students are responsible for arranging their own housing accommodations.

1. **English Requirements**
   MCTC requires a minimum TOEFL score of 500 on the paper-based test or 173 on the computer-based test; or a score of 61 or higher on the iB TOEFL (Internet-based TOEFL); or successful completion of all levels in 109 in an English Language School (ELS); or a Michigan English Language Assessment Battery (MELAB) score of 75; or a score of 5.5 or higher on the IELTS (International English Language Testing System); or recent completion of a college composition course with a grade of "C" or better from a college in the United States. Students in the United States may take the college placement test in place of other English proficiency measures. MCTC will not waive the English requirement for any applicant whose native language is not English. Placement into ESL courses does not guarantee acceptable English proficiency scores for admission. Questions regarding other forms of English proficiency measures should be directed to the Admissions Office.

2. **Academic Requirements**
   The minimum academic requirement is graduation from a recognized secondary school. Applicants should also show academic strength in at least five key academic areas that correspond to the student's intended field of study. Courses in religion are not considered academic. International student applicants must arrange for the MCTC Admissions Office to receive official academic records from all secondary, college, polytechnic, university or professional institutions they have attended. Records should list the subjects studied and the grade, mark or other evidence that each individual subject was completed to the satisfaction of the relevant authorities. Records must also include diplomas, degrees or other certificates received. Since certificates and records ordinarily are not returned, applicants should have results sent directly from examination councils. Official credentials can be returned upon request. The College reserves the right to determine the appropriateness of the certification. Photocopies are not acceptable. A certified literal translation must be included with the official document if the record is not in English.

Note: Lack of English skills will not be a barrier to admission and participation.

3. **Financial Requirements**
   International applicants who want the student F-1 visa must provide documentation showing that all educational and living expenses will be provided for their first year of enrollment at MCTC. This documentation usually consists of an affidavit of support. Supporting documents such as a bank

statement, letter from the sponsor's bank or a letter from the sponsor's employer must also be submitted to the Admissions Office. If the applicant has multiple sponsors, each should provide supporting documents. If a relative or friend is providing a student's room and board, the student must have a letter of verification from that source.

International students are expected to have at their disposal sufficient funds to meet all educational and living expenses throughout the time it will take to complete their degree objectives. Financial aid is not available for international students through MCTC.

Off-campus employment is not available during the first year of academic study. Off-campus employment opportunities are limited after the first year and are subject to the regulations of the Department of Homeland Security (DHS). Students should not count on employment as a means of financial support.

Applicants should review carefully the current list of estimated expenses for attending MCTC. An estimated expense list can be found with the application or online at *www.minneapolis.edu*; click on "Apply now."

4. **Health Insurance Requirements**
   Health insurance, including provisions for medical evacuation and repatriation, is required as a condition for enrollment for all international students attending MCTC. MCTC is not responsible for any student's bills due to illness or injury.

5. **Application Deadlines**
   The deadline for admission depends upon whether the prospective student is making application from within or outside of the United States.

International and nonimmigrant students applying from within the United States will be considered for admission for any term they desire. Application deadlines for these students are one month before the start of classes for the fall and spring terms that they expect to begin their studies. The College does not recommend summer admission for new international students.

Applicants from outside of the United States will be considered for admission for the fall and spring terms only. Contact the Admissions Office for deadlines.

All application materials must be in to the Admissions Office by the deadline if applicants wish to be considered for admission. These items include:

- International/nonimmigrant student admissions application
- Financial support documentation
- English proficiency measure
- Academic credentials

Prospective international and nonimmigrant students who are applying from outside of the United States who want a student visa are strongly encouraged to remain in their home countries until they obtain a student visa. Individuals may not be allowed to change visa classifications once they enter the United States.

International and nonimmigrant students who do not possess or want the student F-1 visa must meet all the above requirements for admission except for the previously mentioned financial requirement. If additional information is needed, or if applicants have questions about the admission process at MCTC, please contact the international admissions advisor at 612-659-6201 or the international counselor/advisor at 612-659-6705.

Senior Citizen Applicants

Senior citizens who are Minnesota residents and 62 years of age or older may register for full-term credit courses on a space-available basis, beginning the second day of the course. Senior citizen tuition is $32.06 per semester credit, plus any special fees. Senior citizens who are Minnesota residents may audit an MCTC course at no charge on a space-available basis (go to *www.minneapolis.edu/paytuition* for more details). Senior citizens who wish to register for a short-term credit course (13 weeks or less), may register on a space-available basis beginning on the second day of the course. An MCTC application form and a one-time $20 application fee must be submitted to the Admissions Office before registering for classes. Senior citizens who register before the second day of a full-term course or register before a short-term course (13 weeks or less) begins are required to pay full tuition.

Declaring Your Major

Award-seeking students must declare a major on their admission application. In order to be enrolled in a career program, a student's academic record and placement results must meet the program's requirements.

To change your major, you must complete the Change of Major form available in the Student Services Center. Changing your major does not guarantee your enrollment in a career program.

Readmission

All students who have been away from the college for one term or longer must complete the "Returning Student" admission process (*www.minneapolis.edu/applynow*) in order to be readmitted and enroll in the college. A student must comply with the program requirements in effect when returning to college. Reacceptance into a technical program is contingent upon review of the student's application file, academic status and space availability in the technical program major. Returning students must verify that their placement scores are current. Reading, writing and ESOL placement test scores are valid for three calendar years, inclusive of the current calendar year. Math placement test scores are valid for two calendar years, inclusive of the current calendar year. If students' placement scores are no longer valid or they have not completed the necessary prerequisites, they may be required to complete the college

placement test. Name changes must be submitted with proper legal documentation. Returning students that have a hold or suspension on their academic record may be required to complete additional steps before they become eligible to enroll in classes.

Transferring of Credit to MCTC

General Procedures

If you are a transfer student pursuing a certificate, diploma, A.A., A.F.A., A.S. or A.A.S. degree, you must complete the admission process for transfer students listed on page 2 and have official transcripts of all previously attended U.S. colleges and vocational schools sent to the Registrar's Office. After transcripts are evaluated, the number of credits accepted will be recorded on the student's transcript, and the MCTC course equivalencies will be recorded on the student's Degree Audit Report (DARS). See policy 3.02 part 4 on page 326 for more information.

College transcripts from outside of the United States must be submitted to an evaluating service (forms are available in the Registrar's Office). The transcript evaluation submitted to the Registrar's Office must be an original or be submitted directly from the evaluation service. If the official document is not in English, the document must be translated into English by the evaluation agency, or a certified, literal translation must be provided.

Transfer Credit Review Procedure

Questions about the rationale behind acceptance/ application of specific courses should be discussed first with the Registrar's Office.

Steps for Transfer Credit Appeal

1. Discuss the evaluation with the credit transfer evaluator in the Registrar's Office.
2. Fill out an appeal form and send it to the vice president of academic and student affairs for review of coursework. The Registrar's Office supplies the form. Students are responsible for including supplemental information, a course description from the transfer college's catalog and syllabi for the course(s) in question.
3. A written response to the appeal will be sent to the student and the Registrar's Office. Appeals will be processed within a reasonable time (usually six working days). The Vice President's Office will mail the student a copy of the decision.
4. If a student is not satisfied with the College's transfer appeal decision, the student may submit a request to the Minnesota State Colleges and Universities' senior vice chancellor of academic and student affairs for a system-level appeal of the College's transfer appeal decision. Contact information for the senior vice chancellor is available in the Registrar's Office. The decision of the senior vice chancellor shall be binding on all college and university parties.

Placement Testing

New Student Placement

Minnesota State Colleges and Universities (MnSCU) support student success. MnSCU Board Policy 3.3 requires placement testing in the areas of reading, writing and math. English-as-a-second language (ESL) students are also assessed in listening. Placements received from this testing are mandatory; therefore, it is necessary for students to take these tests seriously and prepare for them. Practice tests can be found on the MCTC website. Results are also used to help determine if a student is ready to enroll in coursework. Per MnSCU Policy and Procedures, math placement scores used to satisfy course prerequisites are only valid for two calendar years, inclusive of the current calendar year. All other placement scores are valid for three calendar years, inclusive of the current calendar year.

If scores indicate that a student should be placed in a precollege level course in reading, writing, ESOL, or math, he or she will be required to enroll and demonstrate proficiency in that course before registering for the next level course.

Students placing into developmental reading courses need to begin these courses the first semester of enrollment, as many college courses require reading prerequisites.

All new students who are seeking a certificate, diploma or degree are required to take the placement tests prior to attending an Orientation session and registering for classes (see information on exemptions). Students should complete an application form for admission to MCTC prior to testing as an MCTC ID number is required for placement testing. A student's course enrollment may be cancelled if the student does not enroll in the required courses.

Test results may affect entry to MCTC for those students unable to provide a high school transcript stating a date of graduation or proof of successful completion of a GED. Contact the Admissions Office for further information.

Placement test dates and times are published in the term course schedules and are available in the Student Services Center, Counseling and Advising Office, Testing Center and on MCTC's website at *www.minneapolis.edu/testing*. Click on "Prospective Students" and follow the links to placement testing.

(See MCTC Policy 4.02 (Appendix E) for more information.)

Placement Appeals Process

Students who believe that the results obtained after testing do not accurately reflect their skills may request a retest. A student may retest once during a testing term. A student is limited to taking the test a total of three times within 12 months. Once a student begins coursework in the area tested, no further testing is permitted. Advancement through a curriculum is determined by performance in enrolled coursework. See MCTC Policy 4.02 (Appendix E) for more information.

Adult Basic Education

The Minneapolis Adult Literacy Program offers free Adult Basic Education (ABE) courses on the MCTC campus in ESL and math to help students brush up on basic skills before enrolling in credit classes at the College. The placement tests will determine those qualified to enroll in these free classes.

Students with Disabilities

Students with disabilities may request special arrangements for testing. Contact Disability Services before taking the assessment tests. See MCTC Policy 4.02 (Appendix E) for more information.

Placement Exemptions

The general policy for exemption from placement testing is listed below. (See MCTC Policy 4.02 Appendix E for more information.)

- Students transferring from another MnSCU institution need to transfer their placement scores to the Admissions Office or the Testing Center. MCTC will accept scores only on MnSCU-endorsed tests: Accuplacer and Accuplacer ESL. Per MnSCU Policy and Procedures, math placement scores used to satisfy course prerequisites are only valid for two calendar years, inclusive of the current calendar year. All other placement scores are valid for three calendar years, inclusive of the current calendar year.
- All students must meet the course prerequisites for registration. Information regarding prerequisites can be found in the course-listing section of term schedules. (Note: Students indicating that they are not seeking a degree, diploma or certificate are not eligible for financial aid.)
- Transfer students or students holding degrees may be exempt from testing based on completed coursework. To have your transcripts evaluated, bring an unofficial copy of your transcript to the Counseling and Advising Office or Student Services Center to establish exemption status. A copy of the decision regarding your exemption status will be mailed to you. All students must meet the prerequisites for the course in which they enroll.
- A student may be exempt from taking the math portion of the placement test if a transcript shows completion of a college-level algebra course(s) with a grade of "C" or higher.
- A student may be exempt from taking the writing portion of the placement test if a transcript shows completion of a standard freshman English composition course with a grade of "C" or higher.
- A student may be exempt from taking the reading portion of the placement test if a transcript shows completion of at least 15 semester credits of reading-intensive coursework with an overall GPA of 2.0 or above.
- A student may be exempt from testing based on documented ACT subject area scores of 24 in reading, English and math. Math subject area scores are valid for two calendar years, inclusive of the current calendar year. Reading and English subject area scores are valid for three calendar years, inclusive of the current calendar year. MCTC does not use the composite ACT score to determine testing-exemption status.

New Student Orientation

New students who have completed the admission process and taken the placement tests will be scheduled for a New Student Orientation session. During Orientation, counselors and advisors will meet with students to assist them in selecting appropriate courses. At Orientation, students will be provided with an ID number and personal identification number (PIN). At the conclusion of the Orientation session, students will register for courses via computer. Transfer students will fulfill Orientation requirements by meeting with an academic counselor, advisor or an admission advisor.

Non-award-seeking students are not required to attend an Orientation session. They will receive their Student ID number and PIN in the mail after application.

Orientation sessions for new students include:

- Useful information about college activities, policies and resources;
- Assistance choosing and registering for first-semester classes;
- Opportunities to ask questions of college staff and experienced students; and
- Time to explore their new campus.

This Orientation is strongly encouraged to positively begin your college experience.

Paying for College

Tuition

Tuition Rates

Minnesota community and technical colleges offer the most affordable tuition and fees in the state. Tuition and fees are established by the Minnesota State Colleges and Universities Board of Trustees and are subject to change. **Tuition rates are posted at** *www.minneapolis.edu***.**

Fees Included in Tuition

The tuition rate includes the following per-credit fees:

- *Technology Fee:* This fee is used to support and enhance the technology-based services provided to students.
- *Student Life Fee:* This fee supports student activities, clubs and organizations on campus.
- *Minnesota Student Association Fee:* This fee supports the Minnesota State College Student Association.

Course Fees

Some courses require additional course fees to cover in-class expenses or supplies. (Below is a partial list of examples.) Depending on the course for which they register, students will be assessed one or more of the following fees:

- *Music Fee:* A charge is assessed for individual lessons in instrumental, piano or vocal music, as well as for private weekly lessons during the term.
- *Physical Education Fee:* Payment of special course fees may be required to participate in certain class activities (e.g., bowling, golf, skiing, etc.).
- *Liability Insurance Fees:* Certain courses and labs require the payment of a liability insurance fee.

Registration Cancellation for Nonpayment

Students who have not paid tuition by the tuition payment deadline will be dropped from all of their classes unless one or more of the following is true:

- The Financial Aid Office has received a Free Application for Federal Student Aid (FAFSA) file from the Department of Education by the payment deadline;
- The student has submitted approved third-party billing authorization to Business Services or is enrolled in the PSEO program;
- The student has submitted a 15 percent down payment of tuition and fees;
- Business Services has received advance payment of a scholarship to cover tuition and fees; and/or
- The student has been approved by Business Services to have the tuition payment deadline extended.

The tuition payment deadline is published in the term course schedules. For additional information, go to *www.minneapolis.edu*.

Payment Options

Tuition payment may be made by mail, online or in person. To learn about payment plan options, go to *www.minneapolis.edu*.

Where to Pay Tuition

Students may view tuition bills online via the registration system (e-services). Online payment options include MasterCard, Visa and e-check. Tuition and fees are paid in Business Services, located on the Skyway level of the Technical Building. Business Services is open Monday through Friday during the posted hours.

Third-Party Billing and Scholarships

Students who wish to have their tuition and fees billed to an agency or third party must have approved paperwork on file with Business Services by the tuition payment deadline to secure registration.

Scholarship checks and documentation should be sent to Business Services and must be on file by the tuition payment deadline to secure registration.

Deferment of Tuition Payment Deadline

Eligible students requesting tuition deferment must contact Business Services before the tuition payment deadline to hold their registration. The tuitions of financial aid recipients and students with third-party billing or scholarships on file with Business Services are deferred by the College. (See MCTC Policy 5.08 Appendix E.)

Late Payment Fees

The College may charge a $30 late fee to students who:

- Were not fully covered by financial aid or agency funding; and
- Did not pay at the time of registration.

Checks offered in payment of tuition and fees that are not honored by the bank constitute unpaid tuition and fees, and are therefore subject to the late fee. There is also a $25 returned check fee. (See MCTC Policy 5.08 Appendix E.)

Financial Holds

The College will withhold registration for subsequent terms, as well as the issuance of official degrees, diplomas, certificates, and official student transcripts until all money due the College has been paid and school equipment or property has been returned.

Students who have not paid the balance owed the College will have their records submitted to a division of the Minnesota Department of Revenue for collection per Minn. Stat. 16D. Additional collection fees and interest will be assessed on balances submitted for collection.

Tuition Refund and Waivers

Each term, a date is published as the "Last Day to Add/ Drop Classes" without incurring tuition obligation. Per the registration agreement, students are responsible for all financial and academic costs for courses not dropped by this deadline.

Students who completely withdraw from all courses by the published deadlines may receive a partial refund of tuition and fees. See the current term class schedule for tuition refund deadlines.

Students meeting the published circumstances may petition for a refund of tuition and fees. Additional information is available by calling Business Services at 612-659-6880. (See MCTC Policy 5.09 Appendix E.)

The following classifications of persons are eligible to attend college without paying tuition as specified by state law:

- Wards of the state (persons under the age of 21 who are under the guardianship of the commissioner of human services), provided those persons are qualified for admission to a Minnesota state college or university; and/or
- War orphans (children of veterans who have died as a result of their service in the armed forces of the United States), as permitted and defined by state and federal law.
- Senior citizens (age 62 and older) who register after the second day of term and choose the grade-method of audit.

Other College Costs

Application Fee: A nonrefundable application fee of $20 is charged once to each new applicant.

Metropolitan State University students co-enrolling at MCTC do not need to submit an application fee if they have already paid the Metropolitan State application fee.

Book Costs: The cost of textbooks and supplies varies with each course. An estimate of $400 per term is a general guideline for the cost of textbooks and supplies for most full-time students.

Technical Program Tool/Equipment Fees:
Vary by program.

Student ID Card: Students may receive one Student ID card at no charge with proof of registration and payment. A $5 fee is charged for replaced Student ID cards.

Reciprocity Agreements

Any student who is a legal resident of Wisconsin, North Dakota or South Dakota may attend a Minnesota public education institution and pay that state's respective resident tuition rate for coursework under the educational compacts. Similarly, a legal resident of Minnesota may attend a Wisconsin, North Dakota or South Dakota public education institution and pay Minnesota's resident tuition rate.

Applications for this agreement must be made in the home state of the student and generally take four to six weeks to process. While awaiting approval, students will pay the MCTC tuition rate. Applications are available online at *www.ohe.state.mn.us* or at the following addresses:

Wisconsin residents
Wisconsin Higher Educational Aids Board
Reciprocity Program
P.O. Box 7885
Madison, WI 53707-7885

North Dakota residents
North Dakota University System
State Capitol, 10th Floor
600 E. Boulevard Ave., Dept. 215
Bismarck, N.D. 58505-0230

North Dakota Board for Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0230

South Dakota residents
South Dakota Board of Regents
Reciprocity Program, Box 2201
University Station
Brookings, S.D. 57007-1198

Minnesota residents who wish to transfer to public colleges in Wisconsin, North Dakota or South Dakota should apply to:
Reciprocity
Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108

Midwest Student Exchange Program

Midwest Student Exchange Program (MSEP) is a reciprocal reduction-of-tuition arrangement for community college students pursuing an associate degree and living in the states of Kansas, Michigan, Missouri or Nebraska. (Students from Missouri may also use this reciprocity agreement for approved certificate programs.) Students must indicate in writing at the top of their applications that they seek admission as MSEP students. Students must also indicate to Business Services at the time of tuition payment that they are MSEP students.

Financial Aid

MCTC provides financial aid counseling to prospective and enrolled students. The Financial Aid Office provides assistance to eligible students whose personal and family resources are insufficient to meet the cost of attending MCTC. Financial Aid is available in the form of grants, work study and student loans. See MCTC Policy 4.08 (Appendix E) on page 342.

All financial aid recipients must be making satisfactory academic progress to continue to receive aid. See MCTC Policy 4.13 (Appendix E) on 346 for more information.

Maximum Time Frame

All students are expected to complete their degree/certificate within an acceptable period of time. Financial aid recipients may continue to receive aid through their cumulative registered credit that equals 150 percent of the required number of credits needed to complete their degree/certificate, including transfer credits from another college. Students who require developmental or ESL coursework may appeal to have the 150 percent limit extended by 30 term credits.

Developmental Credits

A student receives developmental credits for any remedial course work below the 1000 level. Students may receive financial aid for developmental credits up to a maximum of 30 attempted credit hours. These credits are included in all satisfactory academic progress measures.

Students must also be accepted in an eligible major (16 or more credits) and pursuing a certificate, degree or diploma to be eligible for financial aid.

Students intending to enroll in the fall are encouraged to apply early for financial aid by filing the Free Application for Federal Student Aid (FAFSA) online at *www.fafsa.ed.gov* after Jan. 1 for the following academic year. March is a priority deadline for some types of financial aid. Students should apply for financial aid at least two months before they start school.

Four Easy Steps to Apply for Financial Aid

By completing steps 1–4, students will be applying for all types of grants, work study and loans.

1. To submit the fastest, most accurate application, apply at *www.fafsa.ed.gov*. Remember to use the MCTC Code 002362, and to print and submit the signature page. For help in applying, call the MCTC Educational Opportunity Center at 612-659-6543.
2. Students will receive Student Aid Reports (SAR) from the U.S. Department of Education acknowledging receipt of their FAFSA application. Check to see that all the information is correct. If something needs to be changed, follow the directions in the letter or contact the Financial Aid Office. About 30 percent of the people who send in their FAFSA forms are selected for a process called verification. If a student is selected, he or she must bring all requested income information, such as his or her U.S. tax return, to the Financial Aid Office. His or her financial aid application will be put on hold until the financial information is verified. Additional information such as Selective Service or academic transcripts may be required, according to federal and state regulations. To ensure timely notification of document requests, students should make sure their current mailing address is on file with the Records and Registration Office.
3. After receiving all requested information, the Financial Aid Office will determine eligibility for financial aid and send out a Financial Aid Award Letter. Students can also view their award letter online at *www.minneapolis.edu*.
4. If applying for a student loan, students will need to complete a Master Promissory Note to secure the funds. First-time borrowers will also have to complete entrance counseling before a loan can be certified.

Financial aid will be disbursed for the first time after the drop/add registration deadline each term, so students should plan to have personal funds available to meet rent and deadlines for other bills before their aid is available. Financial aid will be applied directly to students' accounts to pay for tuition, fees and any MCTC Bookstore expenses charged to their accounts. If the amount of financial aid exceeds their account balance, Business Services will mail a financial aid overage check. Students are paid financial aid only for the credits for which they are registered at the time of disbursement. Late adds are ineligible for the Federal Pell Grant.

Applicants Without a High School Degree or GED

To receive financial aid at MCTC, students who have not completed a high school diploma or GED may still qualify for aid by achieving acceptable scores on assessment tests that meet the Ability to Benefit criteria. Acceptable scores are determined by the Department of Education based on federal regulations. Additional information is available from the Testing Center.

How Financial Aid Is Determined

Eligibility for financial aid is determined by the estimated cost to attend college for one academic year (cost of attendance) and what students and their families are expected to contribute to their education (expected family contribution, or EFC).

Cost of Attendance
The estimated cost of attendance includes tuition and fees, supplies, books, room and board, transportation, and personal expenses. This is not the amount paid to the school. It is an estimate of the total cost to cover the above items during one academic year.

Expected Family Contribution (EFC)
The EFC is an indicator of students' families relative financial strength, and is an estimate of the dollars you would have to contribute to college expenses for the academic year. It is determined by a federal formula when students file the FAFSA. Factors considered include income, assets, the number of members in the household and number of family members attending college.

Financial Need
Eligibility for need-based financial aid is determined by subtracting the EFC from the estimated cost of attendance. After financial need is calculated, the MCTC Financial Aid Office awards first the maximum federal and state grants that students are eligible to receive, then work study and loans. They may also be awarded non-need-based loans based on eligibility.

Most financial awards will include a combination of aid sources.

Example:

If your financial need is:
Estimated Cost of Attendance (for one year) $17,500
Expected Family Contribution $0
Financial Need $17,500

Then your total award may be:
Federal Pell Grant $4,731
Minnesota State Grant $1,500
Federal Work Study $5,000
Federal Subsidized Stafford Loan $3,500

Grants
Grants are gift dollars that do not have to be repaid. They are generally awarded based on financial need.

Federal Pell Grant
Federal Pell Grants are based on need and are available to students who have not previously earned a bachelor's degree (four-year college degree). Grants range from $523 to $4,731 per year, depending on a student's financial need and enrollment status. Enrollment status is as follows:

- Full-time: 12 or more credits
- Three-quarter time: 9–11 credits
- Half-time: 6–8 credits
- Less than half-time: 1–5 credits

Federal Supplemental Education Opportunity Grant
MCTC offers Federal Supplemental Education Opportunity Grant (FSEOG) awards from $300 to $900 to students who receive a Federal Pell Grant and who demonstrate exceptional financial need. FSEOG funds are very limited.

Minnesota State Grant
This state award is for Minnesota residents who demonstrate financial need under the state's Shared Responsibility Formula. Students must be registered for 15 credits to receive the maximum state grant award. Awards are prorated by credit for registration of less than 15 credits. To receive a Minnesota State Grant, the federal processing system must receive the FAFSA within 30 calendar days of the term's start date.

Work Study
Work study enables students to work part-time to help pay for college expenses. If a student's financial aid award letter includes work study, *www.minneapolis.edu/financialAid/WorkStudy* shows available work study positions.

Students who qualify for federal or state work study may work up to 20 hours per week.

Employment opportunities are also available for students who do not qualify for other financial assistance. Students who possess special skills, such as fluency in a foreign language or tutoring abilities, are needed by MCTC to fill openings. Interested students may contact the Financial Aid Office to discuss their qualifications and available positions. Institutional work study funds are very limited.

Loans
A student loan is funding that has to be repaid. If their financial aid award letters indicate they are eligible for student loans, students will need to take additional steps to secure those funds. Please refer to the Award Letter Packet for procedures on applying for a student loan. New loan borrowers must complete mandatory loan counseling prior to receiving a student loan. In addition, all students wanting a student loan must complete a Master Promissory Note.

Federal Subsidized Stafford Loan
The Federal Subsidized Stafford Loan program enables students attending college at least half-time (6 credits) to borrow from a bank, savings and loan association, or other participating lender. The maximum amount a student may borrow in the first year is $3,500. The interest rate is generally much lower than that of a consumer loan, so it is a benefit to the student to borrow from this program.

Additionally, the loan does not accrue interest while the student is enrolled at least half-time, and there is a grace period of six months after a student leaves college or drops to less than half-time that allows the borrower to secure a job before repayment must begin.

Federal Unsubsidized Stafford Loan

The Federal Unsubsidized Stafford Loan program enables independent students (and in some cases, dependent) attending college at least half-time (6 credits) to borrow from a bank, savings and loan association, or other participating lender. The maximum amount that a student may borrow is $4,000. However, the student is charged interest while in school.

Scholarships and Other Sponsored Funding

MCTC works with many agencies and employers that pay a student's tuition and other costs of attendance. This process is known as Third-Party Billing. The agency or employer must submit a written agreement to MCTC Business Services detailing which expenses will be paid for the sponsored student by the tuition payment deadline. Following a student's enrollment, MCTC will bill the sponsor for the authorized college costs.

A complete set of instructions, including the Third-Party Authorization Form, is available at *www.minneapolis.edu/paytuition*.

Students who believe they may qualify for assistance from any of the following agencies may contact the agency directly:

• MCTC Foundation Scholarship Program

The Minneapolis Community and Technical College Foundation awards scholarships each year to students attending MCTC. Applicants must have a completed FAFSA on file at the MCTC Financial Aid Office in order to be considered for a scholarship. Personal essays and letters of recommendation will also be required. Additional criteria, requirements and deadlines for each scholarship are listed in the official scholarship application packet.

Further information and scholarship application packets are available by contacting the MCTC College Advancement Office at 612-659-6313.

• Veterans' Benefits

Veterans, widows of veterans, and children of disabled or deceased veterans may qualify for special benefits. Contact the Veterans' Administration Representative on campus or the Veterans' Administration Office in your area.

• Vocational Rehabilitation

Students with certain physical, learning, or emotional disabilities may qualify for assistance with tuition, books, supplies and, in some cases, room and board. Contact the Minnesota Workforce Center in your area. Students with visual impairments can contact State Services for the Blind.

• Minnesota Indian Scholarship Program

This grant program provides supplemental scholarship assistance to eligible applicants. To be eligible, you must:

- Show financial need;
- Be of one-fourth or greater Indian ancestry;
- Be a resident of Minnesota;
- Be a high school graduate or GED recipient; and
- Show the ability to benefit from advanced education.

The scholarship is subject to final approval by the Minnesota Indian Scholarship Program (MISP). For further information, contact the tribal representative in the MCTC Multicultural Student Services Office.

• Tribal Indian Scholarship Program

These grants provide recognized members of tribes in the United States with supplemental grants. For further information, contact the tribal representative in the Multicultural Student Services Office.

• Childcare Assistance: Postsecondary Childcare Grant

Limited funds are awarded based on family size and income. Students must be Minnesota residents, enrolled for 6 credits or more, and have not completed four years of education beyond high school. Contact the Financial Aid Office for an application.

• Tuition Reimbursement Programs (Employer Sponsored)

Many area employers offer tuition reimbursement to their employees. These programs are administered by the student's employer and are subject to the employer's rules and procedures. Students are encouraged to contact their supervisor or the Human Resources Department to see if they are eligible. However, these programs often differ from Third-Party Billing, as many employers require the student to pay for their college costs up front and then apply for reimbursement after they complete the courses. Business Services does not administer or extend the tuition payment deadline for Tuition Reimbursement Programs.

• Tuition Assistance for Deaf Students

Students with hearing losses requiring sign language or captioning services or alternate communication due to a severe hearing loss may be eligible for tuition assistance. To be eligible, students must be a Minnesota resident, eligible for resident tuition, and receive a federal Pell Grant or Minnesota State Grant. Tuition assistance is provided for any tuition and fees remaining after deducting any federal or state grants or other public or private grants for tuition.

In order to receive tuition assistance, students must provide a copy of the financial aid award letter and verification of disability status to Disability Services. Further information is available by contacting Disability Services at 612-659-6730 (voice) or 612-659-6731 (TTY).

Registering for Classes

Registration Process

Students can register online or in person at the Student Services Center; (computer terminals to register online are available there). (See MCTC Policy 4.05 Appendix E.) The procedures and dates for class registration vary depending upon whether they are award-seeking students and their number of accumulated credits or whether they are taking classes but not pursuing an award. Refer to the class schedule or college website *www.minneapolis.edu* for specific registration dates.

New Students

New students will be provided with a Student ID number and PIN and register for classes at the New Student Orientation. Non-degree-seeking students will receive their Student ID number and PIN in the mail after application.

Continuing and Returning Students

Around mid-term of each semester, students should meet with a counselor/advisor for assistance in selecting courses for the next term.

Multiple Sections Prohibited

Students may not register for more than one section of a class. Students who register for multiple sections of the same course may be subject to discipline and will have their duplicate enrollments cancelled.

- Students who register in two or more sections of the same course will have the earlier registration removed. Students will be notified by mail.
- Students who register in two or more lab sections of the same course will have the earlier of the lab registrations removed, resulting in registration in only one lab. Students will be notifed by mail.
- For courses requiring concurrent registration in lab and lecture, students who register into the lab only will have their registration removed without notice.

Adding and Dropping Classes

Classes may be added and dropped by the student through the first five days and occasionally a sixth day of fall and spring terms. (See MCTC Procedure 4.05.01 Appendix E.) The add/drop window is shorter for the summer term. See the class schedule for specific add/drop dates.

The drop deadline for short-term classes (less than 13 weeks in length) is midnight of the business day following the first day of classes.
The exceptions are:

- Classes that begin on a Saturday have a drop deadline of midnight the following Monday (business day); and
- Nursing Assistant/Home Health Aide classes must be dropped before the first class meeting.

Dropped classes do not appear on the student's transcript, nor do they affect the Satisfactory Academic Progress percent of completion requirement.

Credit Load Limitations

A student may not take more than 19 credits per fall or spring term, or 10 credits per summer term, without permission from the Registrar's Office. (See MCTC Policy 4.05 Appendix E.) The Registrar's Office uses the following criteria to determine eligibility to exceed these credit load limits:

- The student has a cumulative GPA of at least 2.75 at the College and has accumulated 20 credits;
- A student transfers in with a 3.0 GPA and an accumulation of 20 credits; and
- If there are other documentable circumstances that justify the exception.

It is recommended that students considering exceeding credit load limits review thier academic plans with a counselor.

Course Cancellations

The Office of Academic Affairs reserves the right to cancel a course or course section after the schedule has been published if the associate vice president of academic affairs determines that it would be in the best interest of the college.

Students who registered for a course that has been cancelled will be notified via phone and mail.

Prerequisites

A prerequisite is a requirement that must be satisfactorily completed before a student may enroll in another class or program. Examples of prerequisites include successful completion of a class, achievement of a specified grade in a class, placement test placement into a specified class, and program admission or instructor permission to enroll. Prerequisites are listed in the class schedules and in the college catalog.

Students are responsible for completing any prerequisites listed for a course prior to enrolling in the course. Students may register for a course if they are in the process of completing a prerequisite for a course to begin the next term. It is the student's responsibility to cancel enrollment prior to the end of the drop/add period if the required course is not completed satisfactorily or the required grade for the next course in the sequence is not earned. Grades of fail (F), incomplete (I), or withdrawal (W) are all considered noncompletion. Students who have not cancelled their enrollment for the next course may be dropped by the College.

A student may petition for a waiver from a course prerequisite by demonstrating readiness for a class through previous coursework, work experience or other relevant experience. Students should complete a Waiver of Course Prerequisite form, following the instructions carefully, and submit the completed form to the Student Services Center along with supporting documentation.

Failure to meet prerequisites for a class may result in cancellation of enrollment in the course, denial of tutoring services for that class, dismissal of any grievance for that class and unsuccessful appeal of an academic suspension.

Taking a Class Pass/Fail

Students may elect to take a class on a pass/fail (P/F) basis. (See MCTC Policy 3.08 Appendix E.) The student must select a P/F option via the web. Instructions for web use and deadline dates for filing for the P/F option are listed in each term's class schedule.

No more than one-third of a student's resident credit load may be "P" grades for certificate, diploma or degree credit. Classes which have an assigned grade of "P" are not included in these restrictions.

Students who choose the P/F option and complete the class with a grade equivalent to A, B or C will receive a "P" on their transcript. The "P" grade does not affect the grade point average (GPA). Students who complete the class with a grade equivalent to D or F will receive an "F" on their transcript. The "F" grade will affect the GPA.

Students who choose the pass/fail option will not be allowed to petition at a later date to have a letter grade entered on their transcripts.

Some MCTC programs do not accept "P" grades for particular classes. This information is available in the specific program brochures and course outlines. "P" grades may not transfer to another college or university and are at the discretion of the receiving institution. Please review each institution's catalog for information on course transfer.

Auditing a Class

Students wishing to attend a course without receiving a letter grade may request to audit the course. Students wishing to audit a course must request an audit online. Instructions for Web use and deadline dates for filing the audit option are listed in each term's class schedule. Financial aid cannot be awarded for audited courses. PSEO students are not eligible to audit a course. Audited courses generally do not transfer to other colleges. Full tuition is charged for audited courses. See MCTC Policy 3.08A Appendix E on page 333). Students must meet all prerequisites for the audited course.

Repeating a Course

Students in technical programs may, with permission from their advisor and the instructor, repeat any course. A student may repeat a course a maximum of two times. Liberal arts courses do not require permission to be repeated and may be repeated more than twice. Exception: Addiction Counseling courses may only be repeated once, and the internship may not be repeated.

A course may be repeated for an improved grade. Only the highest grade earned will be counted toward certificate, diploma, or degree credit and in the computation of the overall numeric GPA. This policy applies to all grades, including "F" grades. Both the original and the repeated grade will appear on the student's transcript. Tuition and fees will be charged each time. Students repeating a course should contact the Records Office to have their GPA recalculated. Repeated coursework is not updated automatically on a student's records.

Withdrawing from a Class

Deadlines for Withdrawing

The withdrawal period begins after the fifth (and occasionally the sixth) day of a term and extends until the last day to withdraw as listed in the class schedule for full-term classes. (See MCTC Procedure 4.05.01 Appendix E on page 340.)

The deadlines to withdraw from short-term classes are as follows:

- Classes one to three weeks in length: one day after the class begins;
- Classes four to six weeks in length: 10 days after the class begins;
- Classes seven to nine weeks in length: four weeks after the class begins; and
- Classes 10–13 weeks in length: six weeks after the class begins.

Procedure for Withdrawing

A student may withdraw from a course at *www.minneapolis.edu/registration* before the deadline to withdraw published in the class schedule.

Students are responsible for *paying all tuition and fees* for courses in which they enrolled, even if they withdraw from the course. Stuents who enroll in a course but never attend or stop attending prior to the end of the term are still responsible for full payment of all tuition and fees for that course.

PSEO students may change their registration on and after the first day of the term only with their PSEO advisor's signature.

A "W" for withdrawal will appear on the student's transcript and is calculated against the Satisfactory Academic Progress percent of completion requirement.

Attendance

Students are expected to regularly attend classes in which they are enrolled and abide by MCTC Policy 4.05.01 Procedures for Changing Enrollment. Students who decide to stop attending courses should immediately drop/withdraw from their course(s). Students who fail to officially withdraw from a course (or courses) they are not attending, as defined by "Last Date of Attendance" (MCTC policy 4.16 Last Date of Attendance) may be administratively withdrawn from those courses. The student will remain responsible for any financial liability, less applicable refunds they have incurred, and for any academic consequences due to this administrative withdrawal.

Taking Classes

Academic Credits

There are three types of academic credits: lecture credits, lab credits and internship credits. For each credit type there is a required number of minutes that a student must be in the classroom, laboratory or working at an internship:

- 50 minutes per lecture credit per week;
- 100 minutes per lab credit per week; and/or
- 150 minutes per internship credit per week.

For example, a 3-credit lecture class that meets twice per week would meet for 75 minutes each class period (3 credits x 50 minutes ÷ two class sessions). To receive 2 credits for an internship, a student would need to work at the site for 300 minutes (five hours) per week.

Course Options

In addition to the extensive selection of traditional course offerings available each semester at MCTC, a student has a number of other educational opportunities available. (See MCTC Policy 3.02 Appendix E for additional information.)

Online Courses

MCTC offers many of its courses fully or partially online. Those courses with laboratory requirements offer the lecture portion of the course online but require students to come to campus to work in the laboratory.

Students contemplating taking an online course are advised to take a personal inventory to assess their readiness for this method of learning. Beyond the equipment and Internet requirements (computer hardware and software, a printer with adequate capacity, and an Internet connection of sufficient reliability and speed), online students should be skilled independent learners with a demonstrated history of self-discipline to succeed in the course without face-to-face interaction with an instructor and student peers.

If the instructor believes that any student has violated the Student Code of Conduct (e.g., committed academic dishonesty) in an online course, the instructor may require students to complete some or all of the course activities on campus. (See MCTC Policy 4.04.01 Appendix E.)

Service Learning and Project SHINE

A program or instructor may require or provide as an option student participation in a service learning activity. Participating in a service learning activity provides an opportunity for a student to apply in a community setting what they are learning in the classroom. This experience enhances and deepens learning for the student and provides some relief where there is an identified need in the community.

Credit for a service learning activity is based on an evaluation of learning via a method established by the instructor and not on the number of hours of service.

Project SHINE (Students Helping in the Naturalization of Elders) is a national service learning initiative that links college students with elder immigrants and refugees seeking to learn English and navigate the complex path to U.S. citizenship. Students tutor immigrant learners in English, as well as teach them the history and civics needed to pass the U.S. citizenship exam. Student participants gain knowledge of diverse cultures and life experiences, and they develop skills beyond the textbook. Students can enroll in designated classes wherein the instructor has incorporated Project SHINE into the course curriculum. Students complete 20 hours of service work and four hours of training and orientation. To find out more about Project SHINE at MCTC, contact the program coordinator at 612-659-6135.

Directed Study

As allowed in MCTC Policy 3.02 (Appendix E), a student may earn up to 4 semester credits for an approved directed study project. Directed study credits apply only to the elective credits of a program.

A student must submit a project proposal and receive approval from the instructor and departmental dean prior to beginning coursework to receive credit. Project proposals must be unique from a course offered that semester at MCTC. Directed study forms are available in the Office of Academic Affairs.

Internships and Clinicals

Experience in the field is a mandatory component for some technical and liberal arts program awards and is optional for others. It is the student's responsibility to know and observe all program guidelines and policies related to internships and clinicals. Contact the program instructor or a counselor for more information.

Continuing Education and Training

An education doesn't end with a diploma or degree—it prepares students for a lifetime of learning. Continuing to expand their skills and knowledge is the key that unlocks the door to success. Learning that engages the heart and soul and mind can keep one fulfilled in one's work and personal life.

The mission of MCTC's Continuing Education and Training Program is to advance economic development and community vitality by providing innovative continuing education, training, and personal enrichment courses to individuals and organizations throughout the Twin Cities metropolitan area.

We offer a spectrum of unique continuing education classes and programs to help students learn new skills, make career transitions, expand their perspective on the world around them, and explore their creativity and imagination. We are committed to offering quality programs that promote

professional and personal growth—now and in the future. More than 25,000 individuals have benefited from our courses and training programs in:

- Architectural Technology
- Business and Finance
- Communications and Writing
- International Business
- Information Technology
- Graphic Design
- Web Design and Development
- Microsoft Applications
- Nursing and Healthcare
- Counseling and Social Work
- Language and Travel
- Screenwriting and Film
- Dance, Photography and Culinary Arts
- Welfare-to-Work

When employers come to us for help in maximizing the potential of their greatest competitive advantage—their employees—we respond quickly, capably and affordably with training solutions to today's business challenges. You hired the best and the brightest, and we're here to optimize the talent.

Visit *www.minneapolis.edu/cect* for course offerings, or call 612-659-6500.

Evaluating Academic Performance

Class Syllabus

An instructor is required to provide to students a written syllabus on the first day of class that outlines:

- Contact information for the instructor and his or her office hours;
- Course objectives and procedures for reaching those objectives;
- Standards for classroom participation, behavior and attendance;
- Types of assignments and tests;
- Due dates of assignments and policies on accepting late or inadequate work; and
- Criteria for evaluating student work and grade determination.

Grading System

As outlined in MCTC Policy 3.08 (Appendix E), the instructor of a course will evaluate each student's performance relative to the established criteria for the course and assign one of the following grades:

- *A*—Superior (4 grade points per credit)
- *B*—Above Average (3 grade points per credit)
- *C*—Average (2 grade points per credit)
- *D*—Below Average (1 grade point per credit)
- *F*—Failure to meet criteria (0 grade points per credit)
- *P*—Pass with credit (No grade points, but credit granted)
- *NC*—No credit (No grade point, no credit given)

Some programs require that all course work must be completed with a grade of C or higher. See specific programs for actual grade requirements.

Specific dates for changing a grade option or withdrawing are listed in each term's class schedule. If a student fails to withdraw from a course in which the student is no longer participating, the instructor will record an "F" for the student at the end of the term. See page 17 for instructions on how to withdraw from a course and its potential impact on your academic progress.

Grade Point Average

To calculate cumulative GPA, divide the total number of grade points earned by the total number of credits taken for a letter grade (A, B, C, D or F).

The grade point average and completion rate at MCTC determines academic standing. (See the MCTC Policy 4.13 Appendix E on page 336 for further details.) A minimum GPA of 2.0 in courses taken at MCTC is required for graduation.

Incomplete Grades

As permitted in MCTC Policy 3.08 (Appendix E), a student may be granted an incomplete when the instructor believes there is a reasonable expectation that the student can complete the work for a course. An "I" will appear on the student's transcript until a grade has been determined or the deadline to complete the work has passed.

The instructor and student should identify in writing expectations for completing the work. The deadline to complete coursework is determined by the instructor but may be no later than the end of the next semester, not including summer session. If the instructor has not submitted a letter grade by the end of the next semester, a grade of "F" or "NC," as applicable, will be entered by the Registrar's Office.

Final Exams

The Office of Academic Affairs schedules final examinations for Liberal Arts courses and publishes details in the course schedule each term. The schedule provides for a two-hour-and-45-minute examination period for each course.

Cancellation of a Class Session

In the event of illness, inclement weather or unforeseen circumstances, a class session may be cancelled. When possible, efforts will be made to contact students in advance.

College closings due to inclement weather or other emergencies will be announced on WCCO AM 830 radio.

Earning an Award

MCTC Awards

As governed by MCTC Policies 3.03 and 3.09 (Appendix E), the following awards are conferred by MCTC faculty to students who successfully complete:

1. The requirements of the award program; and
2. The graduation requirements outlined on page 28 of this catalog.

As governed by MCTC Policy 3.05 (Appendix E), most awards have General Education Transfer Curriculum (MnTC) requirements. Eligible courses have an MnTC designation in brackets after the course description that identifies the goal area or areas to which the course can be applied. Unless otherwise specified, a course cannot be used to meet the requirements of more than one goal area.

Associate in Arts Degree

As governed by MCTC Policies 3.03 and 3.05 (Appendix E), students seeking an associate in arts (A.A.) degree from MCTC must successfully complete a total of 64 college-level credits as outlined below.

MnTC Requirements: 40 Credits

Students must successfully complete a total of 40 credits of coursework in all MnTC goal areas.

- **Goal Area 1. Written and Oral Communication**
  A minimum of 9 credits, which must include ENGL 1110 and 1111, as well as an eligible speech communications course.
- **Goal Area 2. Critical Thinking**
  This goal is accomplished through completion of the 40 MnTC credits.
- **Goal Area 3. Natural Sciences**
  A minimum of two courses in different disciplines, one a lab science.
- **Goal Area 4. Mathematical and Logical Reasoning**
  A minimum of one course.
- **Goal Area 5. History and the Social and Behavioral Sciences**
  A minimum of three courses, in three different disciplines.
- **Goal Area 6. Humanities and Fine Arts**
  A minimum of three courses, in three different disciplines.
- **Goal Areas 7–10. Human Diversity, et. al.**
  A minimum of one course in each goal area 7–10. Each course may also be used to meet the requirements of goals 1–6.

Required Coursework: 6 credits

- Health: 2 credits
- Physical Education: 1 credit
- INFS 1000: 2 credits
- COML 1000: 1 credit
  - Students may test out of this requirement. Students who test out of this requirement must fulfill the 64-credit degree requirement with an additional elective credit.
  - Students may also fulfill this requirement by completing BTEC 1010, BUSN 1200*, COML 1100, CSCI 1100*, CSCI 1200* or ITEC 1100.

*Recommended for students seeking to transfer to a four-year institution.

Elective Credits

The number of elective credits needed will vary depending on the number of MnTC and required coursework credits a student accumulates.

Completion Requirement

Students seeking an A.A. degree must complete ENGL 1110, computer literacy and information literacy requirements within their first 24 college-level course credits (those courses numbered 1000 or above).

Online AA

The A.A. degree can be earned online at MCTC. Go to *www.minneapolis.edu/onlineaa*.

Online Associate of Arts Degree

The online associate of arts (Online AA) degree program involves taking online courses that are required for earning the AA degree.

Like the on-campus AA degree program, you can transfer to a college or university to finish a bachelor's degree after you complete the Online AA degree at MCTC.

Overview of Online AA

For an overview of the Online AA degree, do the following:

1. View the virtual Get Started session.
2. Take an online course self-assessment to see if you're ready for taking online classes.
3. Read about the AA degree requirements.
4. View a list of online classes that are available by term.
5. Use the Online AA course menu as a planning worksheet. (Students seeking the Online AA degree at MCTC must choose online courses from this course menu.)
6. Learn how to register for classes online.
7. Read the Desire2Learn/eLearning support webpage to learn more about Desire2Learn (D2L), the course management system MCTC uses to deliver online courses.
8. Preview an online (D2L) course. Use onlinestudent (all lower case) for both the Username and Password.

9. If you want to be admitted to the Online AA degree program, or continue your AA degree online, follow the steps listed below in the Online AA degree checklist.

eAdvisor for Online Students

MCTC's eAdvisor is a trained academic advisor from MCTC's Office of Counseling and Advising who specializes in helping students in the Online AA program.

The eAdvisor can answer your questions about the application process, guide you through registering for classes, help you plan for both your short- and long-term academic goals, and much more.

Whatever your question or concern about the Online AA program, the eAdvisor can help; contact the eAdvisor via email.

Transferring MnTC Credits to Another Institution

Students who complete the MnTC coursework required for an A.A. degree as outlined above may transfer these credits to another MnSCU institution and receive credit for all lower division general education courses upon admission to that institution.

Associate in Fine Arts Degree

As governed by MCTC Policies 3.03 and 3.05 (Appendix E), students seeking an Associate in Fine Arts (A.F.A.) degree from MCTC must successfully complete the degree requirements determined by the Fine Arts faculty, which include MnTC-required credits. Refer to the Programs and Credentials section of the catalog for specific requirements.

MnTC Requirements: 29 credits

Students must successfully complete 29 credits of coursework in MnTC goal areas. Of these credits, students must complete ENGL 1110, ENGL 1111, INFS 1000, any MnTC Goal Area 1 SPCH course, any one course from MnTC Goal Area 3, any one course from MNTC Goal Area 4, any one course from MnTC Goal Area 5, any two courses from MnTC Goal Area 6 (not in ARTS or PHOT), and any one course in MnTC Goal Areas 7, 9 or 10 (that is NOT also in Goal Area 6).

Associate in Science Degree

As governed by MCTC Policies 3.03 and 3.05 (Appendix E), students seeking an associate in science (A.S.) degree from MCTC must successfully complete the degree requirements determined by the specific program, which include MnTC-required credits. Refer to the Programs and Credentials section of the catalog for specific degree requirements.

MnTC Requirements: 30 Credits

Students must successfully complete 30 credits of coursework in a minimum of six MnTC goal areas. Of these credits, students must earn a minimum of 3 credits in MnTC Goal Area 1 and 3 credits in MnTC Goal Areas 7, 8, 9 or 10.

Associate in Applied Science Degree

As governed by MCTC Policies 3.03 and 3.05 (Appendix E), students seeking an Associate in Applied Science (A.A.S.) degree from MCTC must successfully complete the degree requirements determined by the specific program, which include MnTC-required credits. Refer to the Programs and Credentials section of the catalog for specific degree requirements.

MnTC Requirements: 25 Percent of Required Credits

Students must successfully complete MnTC requirements equal to 25 percent of the required award credits in a minimum of three MnTC goal areas. Of these credits, students must earn a minimum of 3 credits in MnTC Goal Area 1 and 3 credits in MnTC Goal Areas 7, 8, 9 or 10.

Diploma

As governed by MCTC Policies 3.03 and 3.05 (Appendix E pages 329–330), students seeking a two-year diploma from MCTC must successfully complete the diploma requirements determined by the specific program, which include MnTC-required credits. Refer to the Programs and Credentials section of the catalog for specific diploma requirements.

Two-Year Diploma MnTC Requirements: 9 Credits

Students seeking a two-year diploma must successfully complete 9 credits of coursework in the MnTC goal areas. Of these credits, students must earn a minimum of 3 credits in MnTC Goal Area 1 and 3 credits in MnTC Goal Areas 7, 8, 9 or 10.

Three-Semester Diploma MnTC Requirements: 6 Credits

Students seeking a three-semester diploma must successfully complete 6 credits of coursework in the MnTC goal areas. Of these credits, students must earn a minimum of 3 credits in MnTC Goal Area 1.

Two-Semester Diploma MnTC Requirements: 3 Credits

Students seeking a two-semester diploma must successfully complete 3 credits of coursework in MnTC Goal Area 1.

Certificate

As governed by MCTC Policies 3.03 and 3.05 (Appendix E), students seeking a certificate from MCTC must successfully complete the certificate requirements determined by the specific program, which may include MnTC required credits. Refer to the Programs and Credentials section of the catalog for specific award requirements.

MnTC Requirements: 3 credits

Students seeking a two-semester certificate must successfully complete 3 credits of coursework in MnTC Goal Area 1.

General Education

Why is general education important? A consensus is emerging, among educators and employers, that knowledge of human cultures and the physical and natural world, intellectual and practical skills, personal and social responsibility, and integrative learning are needed for a 21st-century education. According to the American Association of Colleges and Universities, "This new consensus reflects a dawning awareness that America's future will depend on an unprecedented determination to develop human talent as broadly and fully as possible:

- **In an era when knowledge is the key to the future**, all students need the scope and depth of learning that will enable them to understand and navigate the dramatic forces—physical, cultural, economic, technological—that directly affect the quality, character and perils of the world in which they live.
- **In an economy wherein every industry—from the trades to advanced technology enterprises—is challenged to innovate or be displaced**, all students need the kind of intellectual skills and capacities that enable them to get things done in the world, at a high level of effectiveness.
- **In a democracy that is diverse, globally engaged, and dependent on citizen responsibility**, all students need an informed concern for the larger good because nothing less will renew our fractured and diminished commons.
- **In a world of daunting complexity**, all students need practice in integrating and applying their learning to challenging questions and real-world problems.
- **In a period of relentless change**, all students need the kind of education that leads them to ask not just 'how do we get this done?' but also 'what is most worth doing?'

With organizations constantly reinventing their products and their processes, and with questions about public and life choices more complex than ever, the world itself is setting higher expectations for knowledge and skill." (From *College Learning for the New Global Century,* published by the American Association of Colleges and Universities, 2007.)

To those ends, the faculty of MCTC have adopted the following four general education competencies appropriate to all instructional programs at the college:

- Communications
- Critical Thinking
- Life Skills/Personal Responsibility
- Social Responsibility

See MCTC Policy 3.04 (Appendix E) :

These core competencies are a means to enhance lifelong education by making it possible for students to communicate effectively, think critically, solve problems, and develop and demonstrate effective life skills, personal responsibility, and social responsibility.

Minnesota General Education Transfer Curriculum Competencies

Below is a list of courses eligible for each of the 10 MnTC goal areas. (See MCTC Policy 3.05 Appendix E for additional information regarding this curriculum.)

Goal 1: Written and Oral Communication

- ENGL 1110, ENGL 1111
- SPCH 1000, SPCH 1005, SPCH 1010, SPCH 1011, SPCH 1012, SPCH 1013

Goal 2: Critical Thinking

Most courses within the MnTC teach one or more of the critical thinking student competency areas. Any student who completes the 40 credit MnTC will have completed the student requirements for Critical Thinking.

Goal 3: Natural Sciences

- ASTR 1110, ASTR 1115
- BIOL 1100, BIOL 1120, BIOL 1127, BIOL 1128, BIOL 1136, BIOL 1137, BIOL 1160, BIOL 2200, BIOL 2205, BIOL 2224, BIOL 2225, BIOL 2226, BIOL 2230, BIOL 2231, BIOL 2250, BIOL 2260, BIOL 2500, BIOL 2701–2706
- BIOT 2301, BIOT 2200
- CHEM 1020, CHEM 1040, CHEM 1145, CHEM 1151, CHEM 1152, CHEM 2204, CHEM 2205, CHEM 2224, CHEM 2225, CHEM 2400, CHEM 2600
- GEOL 1120, GEOL 1130, GEOL 1140, GEOL 1150
- HONR 2000
- PHYS 1100, PHYS 1131, PHYS 1132, PHYS 1211, PHYS 1221

Goal 4: Mathematics/Logical Reasoning

- CSCI 2011
- MATH 1110, MATH 1120, MATH 1125, MATH 1130, MATH 1140, MATH 1150, MATH 1160, MATH 1165, MATH 1170, MATH 1180, MATH 1190, MATH 2011

Goal 5: History and the Social and Behavioral Sciences

- ACES 1500, ACES 1510
- AMIS 1000
- AMST 1000, AMST 1100
- ANTH 1104, ANTH 1105, ANTH 1150
- ECON 1000, ECON 2000, ECON 2200, ECON 2500
- GEOG 1101, GEOG 1102, GEOG 1103, GEOG 1104, GEOG 2204
- HIST 1000, HIST 1010, HIST 1020, HIST 1100, HIST 1110, HIST 1200, HIST 1210, HIST 1300, HIST 1310, HIST 1320, HIST 1500, HIST 1510, HIST 1520, HIST 1600, HIST 2241, HIST 2242, HIST 2243
- INFS 2520, INFS 2600
- PSCI 1101, PSCI 1102, PSCI 1103, PSCI 1104, PSCI 1110, PSCI 1111, PSCI 1137, PSCI 1140, PSCI 1143, PSCI 1147, PSCI 1149, PSCI 1169, PSCI 2000
- PSYC 1100, PSYC 1110, PSYC 2215, PSYC 2225, PSYC 2240, PSYC 2250, PSYC 2260, PSYC 2285
- SOCI 1105, SOCI 1106, SOCI 1110, SOCI 1160, SOCI 1170, SOCI 2115, SOCI 2145, SOCI 2150, SOCI 2155
- WOST 1101

Goal 6: Humanities and Fine Arts

- ACES 1000, ACES 1121, ACES 1122, ACES 1132, ACES 1135, ACES 1140, ACES 1152, ACES 1155, ACES 1190, ACES 1210, ACES 1200
- AMIS 1100, AMIS 1200, AMIS 1300
- ARTS 1110, ARTS 1111, ARTS 1112, ARTS 1113, ARTS 1121, ARTS 1125, ARTS 1132, ARTS 1133, ARTS 1141, ARTS 1142, ARTS 2211, ARTS 2212, ARTS 2213, ARTS 2214, ARTS 2221, ARTS 2222, ARTS 2225, ARTS 2233
- ENGL 1151, ENGL 1152, ENGL 1153, ENGL 1154, ENGL 1156, ENGL 1157, ENGL 1158, ENGL 1159, ENGL 1160, ENGL 1161, ENGL 2212, ENGL 2213, ENGL 2214, ENGL 2215, ENGL 2225, ENGL 2226, ENGL 2231, ENGL 2232, ENGL 2251, ENGL 2252
- FILM 1300, FILM 1310, FILM 1320
- FREN 1300
- MUSC 1000, MUSC 1010, MUSC 1020, MUSC 1030, MUSC 1040, MUSC 1050, MUSC 1060, MUSC 1150, MUSC 1160
- PHIL 1110, PHIL 1115, PHIL 1171, PHIL 1172, PHIL 1181, PHIL 2115
- PHOT 1100, PHOT 1200
- THTR 1104, THTR 1111, THTR 1131, THTR 1135, THTR 1145, THTR 1150, THTR 1160, THTR 1161, THTR 1162, THTR 1163, THTR 1164, THTR 1165, THTR 1166, THTR 1167, THTR 1168, THTR 1169, THTR 1170, THTR 2105, THTR 2145, THTR 2150
- WOST 1140, WOST 1150, WOST 2200, WOST 2211, WOST 2212, WOST 2213, WOST 2235

Goal 7: Human Diversity

- ACES 1132, ACES 1135, ACES 1140, ACES 1152, ACES 1155
- AMIS 1000, AMIS 1100, AMIS 1200, AMIS 1300
- ENGL 1150, ENGL 1152, ENGL 1153, ENGL 1157, ENGL 1159, ENGL 1160, ENGL 1161, ENGL 2231, ENGL 2232
- HIST 1100, HIST 1110, HIST 1200, HIST 1210, HIST 1300, HIST 1310, HIST 1320, HIST 1500, HIST 1510, HIST 1520, HIST 1600
- PSYC 2225
- SOCI 1105, SOCI 1110, SOCI 2115, SOCI 2145
- SPCH 1012
- WOST 1140, WOST 1150

Goal 8: Global Perspective

- ACES 1121, ACES 1122, ACES 1190, ACES 1200, ACES 1500, ACES 1510
- AMST 1000
- ANTH 1105, ANTH 1150
- ARTS 1110, ARTS 1111, ARTS 1112, ARTS 1113
- ECON 2000, ECON 2200, ECON 2500
- ENGL 1151, ENGL 1158, ENGL 2225, ENGL 2226, ENGL 2252
- FILM 1300
- FREN 1300, FREN 2000, FREN 2100
- GEOG 1101, GEOG 1103, GEOG 2204
- HIST 1000, HIST 1010, HIST 1020, HIST 2243
- HONR 2000
- INFS 2600
- MUSC 1030, MUSC 1040, MUSC 1050, MUSC 1060
- PHIL 2115
- PSCI 1103, PSCI 1104, PSCI 1140, PSCI 1143, PSCI 1147, PSCI 1149, PSCI 1169
- SOCI 1170
- SPAN 2000, SPAN 2100
- THTR 1131, THTR 1160, THTR 2150
- WOST 2235

Goal 9: Ethical and Civic Responsibility

- CHEM 1040, CHEM 1145
- ECON 1000
- ENGL 1156
- HIST 2241, HIST 2242
- INFS 2510, INFS 2520
- JOUR 1000
- PHIL, 1171, PHIL 1181
- PSCI 1101, PSCI 1102, PSCI 1110, PSCI 1111, PSCI 2000
- PSYC 2240, PSYC 2260
- SOCI 2155
- WOST 1101, WOST 2211, WOST 2213

Goal 10: People and the Environment

- BIOL 1136, BIOL 1137
- ENGL 1150
- GEOG 1102, GEOG 1104
- PSCI 1137
- SOCI 1160
- WOST 2212

Graduation Requirements

MCTC confers three types of awards: associate degrees, diplomas and certificates. (See MCTC Policies 3.03 and 3.05 Appendix E for additional information.) In order to receive an award from MCTC, a student must:

- Complete the specific award requirements;
- Have a cumulative grade point average (GPA) of 2.0 or better for coursework completed at MCTC (see page 21 for grading information);
- Complete the intent-to-graduate process (see next column);
- Earn a specified number of credits from MCTC (see next column); and
- Meet all financial obligations (see page 10).

See MCTC Policy 3.09 (Appendix E) for additional information on graduation requirements.

Credit-Earning Options

Within the limitations of MCTC Policy 3.02 (Appendix E), a student may earn credits toward an award and graduation by:

1. Successfully completing an MCTC course taken for credit;
2. Successfully completing an approved directed study proposal;
3. Transferring approved credits from another institution;
4. Earning credit by examination;
5. Completing some or all of the College Level Exam Program with sufficient scores;
6. Receiving required scores in some or all of the International Baccalaureate Program; and
7. Receiving required scores on Advanced Placement exams.

Intent to Graduate

Students intending to graduate must complete and submit an Intent-to-Graduate card to the Registrar's Office by the deadline indicated for that term in the class schedule. Cards are available in the Counseling and Advising Office or the Student Services Center. Students are strongly advised to meet with an approved college official and have their records reviewed. Students who fail to submit their cards by the published deadline will not:

- be considered for graduation that term;
- be listed in the graduation program; and
- receive information regarding the graduation ceremony and festivities.

Graduation applicants must have all graduation criteria submitted and completed within that term (transcripts from other colleges must be on file; "I" grades completed, etc.) to graduate in a given term.

Students must initiate a request to resolve a misprint or unissued award within one year of graduation.

Credits Earned at MCTC

As required by MCTC Policy 3.09 (see Appendix E), in order to receive an award from MCTC, a student must earn a minimum number of credits from MCTC as follows:

- 20 credits for students seeking an associate in fine arts (A.F.A.), associate in science (A.S.) or associate in applied science (A.A.S.) degree;
- 12 credits for students seeking an A.A. degree, and transferring from another Minnesota State Colleges and Universities institution or the University of Minnesota;
- 13 MnTC credits for students seeking the MnTC only; and
- One-third of the credits required for a diploma or certificate.

Catalog Requirements

Students may graduate either under the requirements in effect at the time the degree, diploma, or certificate is awarded or under the requirements in effect in any of the four previous academic years.

Students whose initial enrollment at MCTC was prior to fall 2001 semester may graduate under the requirements in effect at the time of their initial enrollment at MCTC.

Students must meet the requirements in one catalog and may not combine requirements from more than one catalog.

Student Records

Student Grade Reports and Transcripts

Student academic records are maintained by the Registrar's Office through a computerized system. Transcript records show all coursework for which a student was registered during each term of enrollment and the grades and symbols awarded for that work. Grade reports will show only the grades for one term. Grade reports are not automatically mailed to students at the conclusion of a term. Grade report requests must be submitted in writing to the Registrar's Office or are available online. (See MCTC Policy 3.08A Appendix E.)

Transcript requests are processed through the National Student Clearinghouse for a fee.

Telephone, email and fax requests are not accepted. Requests will not be honored for students with overdue financial obligations to the College.

Transcripts can be ordered online using any major credit card.

Mail Out Service:
Students may arrange to have an official transcript sent to whomever the student designates via an electronic request to the National Student Clearinghouse for a fee of $5.00 per transcript.

To request an official transcript to be sent without using the National Student Clearinghouse, download the request from the College's website and mail the completed request along with payment of $5.00 per transcript (check or money order) to the College. Credit card payment is not accepted with mailed requests.

Rush Service in Person Only:
Students may obtain an official transcript on the same day for a fee of $5.00 per transcript and an additional service fee of $5.00 at the Student Services Center. Your transcript can be ready in one hour. (Transcripts from the former Technical College may require a 24-hour turnaround time.)

Deans' Honor List

A student who completes 12 or more college-level credits in a semester with a semester GPA of 3.0 or greater will be included on the Deans' List. A letter of acknowledgement will be sent to each student on the list. Courses the student took pass/fail, withdrew from, audited or didn't complete are excluded.

Change of Address/Name

Students can update their address online at *www.minneapolis.edu* or may report an address change in any of the following offices on the main (Downtown) campus: Registrar's, Business Services, Financial Aid and Admissions.

All are located in the Technical Building. Changes will also be accepted at MCTC's Aviation Center in Eden Prairie and the Center for Law Enforcement and Criminal Justice in St. Paul. Please be prepared to show positive photo identification at all locations.

Name changes must be reported to the Registrar's Office on the main campus Downtown. Please be prepared to provide proper legal documentation verifying the change and positive photo identification.

Emergency Student Contact

MCTC will attempt to notify an enrolled student in the event of an extreme family emergency such as a death in the family, an injury requiring hospitalization or a similar type of emergency contact from a childcare facility. (See MCTC Policy 4.07 Appendix E.)

On-campus requests and telephone calls should be referred to the Counseling and Advising Office, 612-659-6700 during regular office hours. After-hours and weekend contacts may be directed to Public Safety at 612-659-6900. The name of the person requesting the notification, his or her relationship to the student, the telephone number and a specific statement identifying the emergency must be provided in the message.

Due to scheduling issues and student attendance, the college cannot guarantee that the student will be notified of the emergency.

In accordance with data privacy, the location of the student, the student's class schedule and class attendance cannot be provided to the requesting person.

Residency Requirements

Minneapolis Community and Technical College does not make a distinction between resident and nonresident tuition rates for its students unless they are part of any of the recognized reciprocity agreements. Students who are attending under an existing reciprocity agreement or who are part of the Midwest Student Exchange Program are subject to the established rate of tuition for the state in which they reside. Reciprocity agreements are valid for the academic year in which they were granted.

Establishing Minnesota Residency:

Students who are non-Minnesota residents and are not part of a reciprocity agreement and wish to establish Minnesota residency status must update their records with the Registrar's Office. Students who have lived in Minnesota for one calendar year after admission to the college, are U.S. citizens or are lawfully present in the U.S. shall be eligible for Minnesota residency status.

College Offices and Services

Student Services

Office of Student Affairs

Student Affairs, a unit within the Division of Academic and Student Affairs, is comprised of the following services: advising, counseling, financial aid, *Student News*, student clubs and organizations, Registrar, Testing Center, admissions, multicultural student services, judicial affairs, disability services, TRIO programs, and career development services. The Division of Student Affairs also assists students who wish to use the grievance process to resolve concerns covered under the College's grievance policy. Questions and concerns about these areas may be brought to the attention of the dean of students.

Student Services Center

Staff from the Admissions, Financial Aid and Registrar's Offices personally assist students with questions in the Student Services Center (T Building, second floor skyway, Suite T.2200). Computers are available in the Student Services Center for online admission and course registration.

Admissions Office

The Admissions staff is responsible for admitting students to the College. The office is located in the Student Services Center. The Admissions Office:

- Processes student applications and sends out acceptance letters;
- Meets individually with prospective students to discuss educational plans, available programs and services, and the College admission and application process;
- Accepts students into programs;
- Coordinates campus tours; and
- Coordinates campus enrollment outreach activities.

Registrar's Office

The Registrar's staff is responsible for maintaining and verifying academic records; supporting the registration process; overseeing graduation, as well as grades and pass/fail options; verifying enrollment; evaluating transfer credits and administering transcript requests. The office is located in the Student Services Center.

Financial Aid Office

The primary function of the Financial Aid Office is to help students obtain financial assistance to further their education. The office is located in the Student Services Center, and staff members are available to assist prospective and current students.

Business Services

Business Services staff process student tuition billings, payments and refunds. The staff also disburses student financial aid and scholarships and administers third-party billing for students. This office is located on the skyway level of the T Building (T.2700). Additional information and phone numbers are available at *www.minneapolis.edu*.

Counseling and Advising Office

Counselors and advisors within the Counseling and Advising Office (located in the T Building second floor, Skyway Suite T.2500) help students meet their individual goals. Services are offered in a variety of areas for both current and prospective students, including Academic Advising Services, Career Development Services, Counseling Services, International Student Services, Multicultural Student Services and Transfer Services.

Resource and Referral Services

MCTC connects students with resources to assist them with barriers that interfere with classroom success. Referrals are made to both on-campus services (counseling, academic advising and tutoring), and off-campus resources (housing, child care, health care, transportation, legal aid, mental health counseling). The Director of Resource and Referral Services is located in the Counseling and Advising Suite (T2500).

Student ID Cards

Student ID cards:

- Are based on a student identification number, which is assigned to each student after applying to MCTC;
- Are something students can obtain beginning the first week of classes in the Open Computer Lab, room T.3200 (this applies to students who have registered for classes for the first time);
- Include the student's name, student identification number and picture (which must be taken in the Open Computer Lab), and identify the holder as an MCTC student;
- Are useful for students in need of customer service at the Student Services Center, Business Services, Bookstore, Public Safety or Parking Ramp;
- Serve as "tickets" to use college resources such as the library and open computer labs; and
- Do not expire, unless otherwise noted by MCTC.

A student can receive a Student ID card by bringing a copy of his or her class schedule or fee statement (showing that he or she is registered for the current semester) and an official identification card which includes his or her name and picture clearly shown (preferably a driver's license or passport) to the Open Computer Lab in room T.3200. (Students can print their class schedule from the computer when they register for classes online.) Student ID cards are issued one hour after the lab opens until one hour before the lab closes.

In the event of a lost, stolen, broken or damaged card, students must follow the steps below to receive a new card:

- Pay a $5.00 replacement fee at Business Services (only the first Student ID card is free); and
- Take the receipt to the Open Computer Lab in T.3200. The staff will issue the new Student ID card.

Power of YOU

Students who have graduated from a Minneapolis or Saint Paul public high school in spring 2009 and who are residents of either Minneapolis or Saint Paul, may be eligible to participate in the *Power of* **YOU** program. For more information about *Power of* **YOU,** call 612-659-6727.

Testing Center

The Testing Center administers placement tests and retests to students, as well as instructor-arranged course tests. Placement tests and the resulting course placements determine appropriate starting points for students and are intended to increase the likelihood of college success. Schedules for testing are published each term and can be obtained from the Counseling and Advising Suite, Student Services Center or the Testing Center. Hours for both placement testing and instructor-arranged testing are posted at the Testing Center, are recorded on the Testing Center Information Line at 612-659-6262 and are also available on the College's website. Students wishing to take an instructor-arranged course test, must make arrangements with their instructor to have the exam delivered to the Testing Center. Picture identification is required for all testing. The Testing Center will proctor online D2L tests for MCTC online courses only. All seating is done on a first-come, first-served basis and is arranged by the MCTC online instructor. No appointments are made.

The Testing Center also proctors paper-and-pencil exams for other postsecondary institutions. Please call the testing director at 612-659-6260 for further information and required fees.

Instructional Services

Office of Academic Affairs

The Office of Academic Affairs, located in T.2300, consists of the offices of the vice president for academic and student affairs, departmental deans and support staff. This office addresses student concerns related to instructional services. The approval of the departmental dean is required:

- To add or withdraw from a course after the deadline;
- For a waiver of requirement;
- For directed study proposals; and/or
- To take a credit by examination.

The Office of Academic Affairs can be reached at 612-659-6100 and is open Monday–Thursday, 8:00 a.m.–6:00 p.m. and Friday, 8:00 a.m.–4:30 p.m.

Contacting Faculty

Each instructor at the College has an assigned office, phone number and email address. Every instructor's office hours are published in the course syllabus and posted on the respective instructor's office door. It is recommended, however, that students discuss with the instructor their preferred method of contact. Information on the location of faculty offices, phone numbers and email accounts is available at the Student Services Center or the Office of Academic Affairs.

Library

The MCTC Library is open Monday through Saturday during the regular academic year. A reference librarian is available to assist students during normal library hours. A valid Student ID is required to check out materials from the library and to use reserve materials for courses. The library provides access to a multilibrary online database, numerous full-text periodical databases and the Internet. Library databases are also available to search from off campus via the library's proxy server. The library collection includes books, reference materials, periodicals, newspapers, videotapes, DVDs and magazines. Items not found in the MCTC Library can be requested from other libraries in the state through interlibrary loan. Course reserve materials are available for use at the circulation desk.

College Computer Services

Currently enrolled students may use the computers in any of the College's Open Computer Labs for College coursework. PC-based Open Computer Labs are located in rooms T.3200 and L.1300. A Macintosh-based Open Computer Lab is located in room T.4200. The labs are open throughout the term, including day, evening and Saturday hours. Official lab hours are posted in the class schedule and online at *www.minneapolis.edu/its/labs*.

Students must present a valid MCTC Student ID card to use the Open Computer Labs.

Student ID cards are issued in the T.3200 Open Computer Lab. Hours for this service begin one hour after the lab opens and end one hour before the lab closes.

Network and email accounts are also created for all MCTC students. More information on using these accounts may be found at *www.minneapolis.edu/its/labs,* or by asking to speak with a lab manager. (See also Policy 6.05 Appendix E.)

Bookstore

The MCTC Bookstore is located on the plaza (street) level of the T Building (T.1800). Bookstore hours are 8:00 a.m.–6:00 p.m. Monday–Thursday and 8:00 a.m.–4:30 p.m. on Friday. Students are encouraged to avoid traditionally long lines by purchasing textbooks and supplies online at *www.mctcbookstore.com.* For questions pertaining to online orders or to pick up your processed order, visit the bookstore e-commerce department in T.2050. Hours of operation are Monday–Thursday, 7:30 a.m.–8:00 p.m.; Friday, 7:30 a.m.–4:00 p.m.; and Saturday, 8:00 a.m.–noon. For a demonstration of how to purchase books online, stop by the bookstore. When purchasing textbooks, students should have their registration form listing courses, course numbers and course sections. Students may charge books against financial aid for classes for which they are registered, during the time period published in the class schedule; however, students receiving funding from agency programs (e.g. D.R.S., JTPA) must have an official agency document on file in the bookstore. Students should refer to their financial aid award packets and term class schedules for more information. Used textbook buy-back takes place at the beginning and end of every term. Times and dates are advertised on campus.

Educational Support Services

Advising Services

Advising staff specialize in assisting students in course selection and degree-planning services:

- *Course selection services*—Meet with an advisor to review program information in the College catalog and class schedule to select the courses that are right for each student; and
- *Degree-planning services*—Meet with an advisor who helps students plan out their degrees and answers any questions they may have.

Advising staff also work closely with counseling faculty to provide appropriate referrals for personal, social and psychological issues, and to act as liaisons among students, faculty and staff. Advising Services is located in T.2500.

Counseling Services

Current counseling services include:

- *Academic Counseling:* to help students who are faced with decisions or problems regarding their educational future.
- *Career Counseling:* To help students make decisions about career choices by providing information and assessments to help them evaluate their interests, values, and abilities as they relate to College programs and careers.
- *Personal Counseling:* To help students with social or emotional adjustment by providing an opportunity to explore problems and possible resolutions. Personal counseling may involve one or more visits.
- *Group Counseling:* Arranged for students wishing to participate. The purpose of a group is to explore a concern common to all members of the group or to help a group member become aware of alternatives, related to that concern, that may not have been considered. Individuals wishing to participate in a group experience should contact the dean of students (T.2500).

International Student Services

Counseling and advising services are provided to nonimmigrant (F-1) international students. An informational program for new international students is also provided. Information and guidance about English language study opportunities; educational, social, personal and financial matters; visa issuance; and immigration regulations are available. The International Student Advising staff also serves as official Minneapolis Community and Technical College contact persons for the United States Citizenship and Immigration Services (USCIS) and the United States Immigration and Customs Enforcement (ICE). Persons with questions about international student admissions should refer to the International Student Admissions Requirements in this catalog. Prospective and enrolled students should contact the Counseling and Advising Office to obtain counseling, advising and F-1 immigration processing services. The phone number of that office is 612-659-6700.

Multicultural Student Services

The Office of Multicultural Student Services (MSS) provides leadership in creating and maintaining a climate in which students of diverse ethnic groups can succeed throughout their college experience. The office serves all students, with a focus on American Indian; African and African-American; Chicano, Latino and Hispanic; Asian-American; and ESL students. MSS staff can be found in the Counseling and Advising Office (T.2500).

Veterans' Services Office

The Veterans' Services Office provides counseling and referrals for veterans. Office staff will help veterans with applications for GI Bill benefits, academic counseling, tutorial assistance or the VA work-study program. The office has listings of community organizations that will help veterans with housing, food, shelter and medical problems.

Veterans' Welcome Center

The new Veterans Welcome Center is located on the second floor of the Helland Center in Room H2300. It is open to all veterans, their family members and escorted guests, from 9:00 a.m.–5:00 p.m., Monday–Friday. Computers are available as well as a TV and kitchenette. Come meet other veterans, study, relax and get the most recent information on veteran programs and benefits.

Learning Center

The Learning Center provides academic support (but not initial instruction) to all MCTC students. The Center's goal is to help students succeed in college by providing the following services:

- Essential skills tutoring in math, reading and writing courses;
- Assistance in study skills such as time management, textbook and/or technical manual reading, note taking, and test taking;
- Peer tutoring in liberal arts, technical and vocational courses;
- Computer programs (many multimedia) in basic skills and in some vocational and liberal arts courses;
- In-class tutoring in some courses;
- Study groups for many liberal arts and technical/occupational courses;
- Class presentations on learning styles, study skills, textbook and/or technical manual reading, and writing; and
- Online tutoring services.

In cooperation with Disability Services, the Learning Center offers the following to students:

- Equipment modification;
- Curriculum modification;
- Accommodations; and
- Instructional aids and devices.

Disability Services

MCTC is committed to making education equally accessible to all students. Disability Services provides services to assist people with physical, learning, or psychological disabilities to access the programs, services, and activities of MCTC. Disability Services works with students to determine the accommodations needed and to develop a plan for providing appropriate accommodations. Reasonable accommodations are provided to ensure access to all college courses, programs, services, jobs, activities, and facilities, including those that are off-site, such as field trips, internships and field work.

Disability Services provides or arranges for a variety of auxiliary services for the College, including sign language interpreting, document conversion, assistive technology, special testing arrangements and academic assistance. Students with disabilities are also offered information, referrals, advocacy, study skills assistance, advising and other individualized services that may be needed for equal access to campus. Contact Disability Services at 612-659-6730 (Room T.2400) or visit the campus website for more information. Students are encouraged to meet with a Disability Services advisor at the beginning of the enrollment process and are responsible for meeting with a Disability Services advisor each term to plan accommodations.

Students and guests may contact Disability Services if accommodation is needed to participate in MCTC programs, services and activities. Examples include: sign language interpreter services and alternative format for printed material.

Campus Accessibility

The MCTC campus is designed to meet the needs of disabled students. Elevators have Braille signage, accessible restrooms are available in each building, entrances and exits are designed to accommodate a standard wheelchair, and electronically controlled doors are located at public entrances. Public telephones are installed for wheelchair access, and TTY phones are available in various locations on campus. The Disability Services Office has information on TTY access.

Handicapped parking spaces are located in the MCTC parking ramp. Proper identification must be displayed on the vehicle.

Bus stops are convenient to the campus, and some routes provide wheelchair access.

Students who use Metro Mobility may be dropped off and picked up at the Hennepin Avenue entrance of the T Building. Specify 1415 Hennepin Ave. as the address when scheduling rides.

Educational Opportunity Center

The Educational Opportunity Center (EOC) offers educational opportunities to an adult urban population of diverse ethnic and socioeconomic backgrounds. EOC provides information to assist adults with choosing and enrolling in a variety of postsecondary education options.

Services include:

- Academic, financial aid and career information;
- Assistance with financial aid applications and applications for admission to colleges and universities;
- Workshops on financial aid and college selection;
- Career decision-making; and
- Referrals to community resources.

Services are provided metro-wide in a number of community agencies. Call 612-659-6543 for locations and/or further information and eligibility requirements.

High School Upward Bound

High School Upward Bound is an academic support program for high school students. It provides counseling, academic courses, and supportive services to ensure successful completion of high school, as well as selection and completion of postsecondary education. High School Upward Bound provides:

- Academic, vocational and career counseling;
- Tutoring;
- A six-week academic program held on campus during the summer;
- Assistance to parents in matters affecting the student's educational progress;
- Financial aid information and parent workshops; and
- Field trips and cultural and recreational activities.

Starting Point

Starting Point is a Student Support Services (SSS)/TRIO program for students who are low-income, their family's first-generation in college or have a disability. Starting Point's goal is to ensure students are successful in college. All services are free and include academic, career and transfer advising; referrals; tutoring; special classes and workshops; and cultural activities designed to enhance academic and personal success. Enrollment is open to a limited number of MCTC students. For further information about Starting Point, contact the program secretary at 612-659-6565.

Talent Search

Talent Search is a comprehensive outreach and referral program providing academic, vocational, career and financial aid information to eligible people of all ages in the Twin Cities area. Program services include academic, vocational and career information; referral for GED preparation and testing; interest, vocational and academic testing; financial aid information; and assistance in completing forms. Services are provided free of charge.

Veterans' Upward Bound

Veterans Upward Bound (VUB) is an academic support program for veterans in need of a GED or refresher courses before attending a liberal arts or technical college. Program services include tutoring and instruction in math, writing, reading, computer literacy skills, science and foreign languages. GED preparation is offered, as well as academic assessment, personal counseling, career and vocational assessment, and financial aid information. All services are free to qualified veterans. Additionally, veterans may utilize their GI Bill while attending VUB classes.

Women's Upward Bound

The Student Services portion of the College's Women's Studies Program is Women's Upward Bound. Services for women include transfer advising, personal counseling, and referral to community services such as Chrysalis Center for Women, Harriet Tubman Battered Women's Shelter, Minnesota Indian Women's Resource Center, the Minnesota Sexual Violence Center, and the Minnesota Women's Consortium. With Sisters for Social Justice (and Brothers, too), Women's Studies faculty participate in the yearly International Women's Day celebration in March. This event is a resource fair and conference sponsored by the Women's Human Rights Project of Minnesota, Advocates for Human Rights and colleges throughout the Twin Cities. Students and faculty also attend events sponsored by the National Women's Studies Association and the Institute for Women's Policy Research.

Career Development Services

Career Development Services are available in the Counseling and Advising Office (T.2500). Because it is a lifelong process and not a one-time event, career decision-making and planning takes time, energy and commitment. Students at Minneapolis Community and Technical College are encouraged to develop an understanding of how knowledge about the world of work combined with self-awareness can be incorporated into making both academic and career choices. Counselors and advisors support students in their career decision-making throughout their enrollment at MCTC. Assessment tools are available to assist students in exploring their values, skills, and interests, and in learning about the diverse and varied opportunities available in the working world. Job placement and graduate surveys are integral activities in the Career Development Office.

Job Listings

MCTC provides a Web-based employment site for students and alumni to use to search and apply for off-campus employment. Students are responsible for activating and maintaining their job bank account. MCTC assumes no responsibility for the conditions or terms of advertised employment.

Student Life

Campus Safety and Security

Public Safety serves as a critical support function to the college community. Public Safety officers on campus are authorized to take appropriate action to ensure the safety and security of all students, faculty, staff, and visitors. MCTC Public Safety officers are employed by the College and are trained on an annual basis to effectively respond to and resolve incidents on campus in a positive manner. There may be occasions wherein Public Safety officers' response and incident resolution may be augmented by local police, fire and ambulance response units. **The Public Safety Department may be reached by dialing 612-659-6900 for emergency situations**, and 612-659-6910 for nonemergencies. Escort service within the campus boundaries, including parking facilities, is available upon request any time the campus is open.

Parking

The MCTC parking ramp is connected to the campus via the Hennepin Avenue skyway. The ramp is normally open 7:00 a.m.–10:00 p.m., Monday–Thursday; 7:00 a.m.– 6:00 p.m., Friday; and 7:00 a.m.–2:00 p.m., Saturday. For convenience, access cards may be purchased from the MCTC Bookstore. Students must also register the vehicle(s) they park in the ramp. Registration is done online. For more information, contact the Public Safety Office at 612-659-6910. Vehicles without permits may be subjected to towing. Minimum clearance in the parking ramp is six feet, eight inches. Free bicycle and motorcycle parking is available near the Helland Center.

An escort service is also available by calling the Public Safety Office at 612-659-6910.

Parking Access Card

For convenience, students are encouraged to purchase an access card. These cards provide quick access to the ramp at a reduced rate and can be purchased at the Bookstore, T.1800.

Housing

MCTC has no student housing. Students are responsible for the research and selection of proper housing. Neighborhood housing is available within walking distance of Minneapolis Community and Technical College. Housing information can be found in the *Star Tribune* newspaper (Twin Cities edition).

MCTC assumes no responsibility for the conditions or terms of advertised housing.

Insurance

MCTC does not provide health or accident insurance for students and, therefore, assumes no responsibility for their medical expenses. However, group medical and accident insurance policies specifically designed for students are available from a private company. Brochures describing the plan, including an application for insurance, can be obtained from the Counseling and Advising Office (T.2500) or Student Life (H.2030). Insurance is available for United States residents and a separate plan is available for international students on an F-1 visa.

Student News

The MCTC *Student News* is published monthly to provide announcements, information and events of importance to MCTC students. You will find the *Student News* in various locations on campus, including the Student Services Center, the Counseling and Advising Office, the Learning Center, and the College Center. To have a notice or an article included in the *Student News*, submit information to the Counseling and Advising Office, located in suite T.2500.

Student Organizations

MCTC strives to meet students' needs by sponsoring a variety of co-curricular activities. If there are activities not listed that students would like to see on the campus, please contact the director of student life (H.2030) to discuss the possibility of initiating such activities.

Clubs and Activities

The College sponsors a variety of clubs, activities and support groups. Examples include:

- ABC — Association of Black Collegiates
- Apparel Technologies Student & Alumni Association
- Asian Student Association
- ASL — American Sign Language Club
- Christian Group
- *City College News* (Student Newspaper)
- College Republicans
- Creative Minds Writing Guild
- Chicanos Latinos Unidas (Chicano/Latino/Hispanic)
- DAM — Design Associates of MCTC
- Domestic Violence Awareness Group
- Ethiopian Students Club
- French Club
- HERB Club
- HEROES — Heroes Earning Respect on Sight — African American Males
- Math Club
- Media Generation
- Muslim Student Association
- Oromo Student Association
- Parent Network
- "The Party" — MCTC's Political Discussion Group
- PRIDE — People for Respect, Integrity, Diversity & Equality — Gay/Lesbian/Bisexual and Transgender
- Psychology, Human Services, & Additional Counseling Club
- Phi Theta Kappa Honor Society
- RATE — Realizing Abilities through Education
- Recreation & Leisure
- Science Club
- Science Fiction & Fantasy Club
- Sisters for Social Justice (and Brothers, too)
- Skills USA
- Soccer Club
- Somali Student Association
- SOTA — Students Older than Average
- Spanish Club
- Student Nurses Association
- Student Senate (College Student Association)
- Theatre on the Park Players
- Three-Legged Frog (Environmental Group)
- UNITE — United Nations of Indian Tribes for Education
- UTEP — Urban Teacher Education Program Club
- WISE — Women of Color group

Membership in organizations is open to any interested student. Any person or group interested in forming a new club can meet with the director of student life. There is a process for formal recognition and funding of all student organizations.

Theatre Arts

The Theatre Department at the College offers many opportunities for students to experience excellent live theatre as audience members, participants in the production process and performers. Each academic year, Theatre on the Park (MCTC's theatre in the Whitney Fine Arts Center) produces two to three major productions from various styles, cultures and periods of theatre history. The Theatre Department often brings to campus professional theatre productions and guest artists from the Twin Cities performance arts community. The Theatre Department is committed to providing its multicultural student body with aesthetic and technical training in the theatre arts. The Theatre offices are located in the Fine Arts Suite (F.1300) of the Whitney Fine Arts Center.

Intercollegiate Athletics

The College is a member of the Minnesota Community College Conference and Region XIII of the National Junior College Athletic Association. Region XIII includes 37 junior and community colleges in Minnesota, North Dakota, Wisconsin and Upper Michigan. To obtain information regarding participation in intercollegiate sports, see the College's athletic director. Coaches may be contacted in their offices located in the D Building.

Currently, MCTC's intercollegiate sports include basketball for both men and women.

Music Ensembles

The Music Department provides several opportunities for MCTC students, each offering 1 credit and giving students a chance to be involved in at least one public performance per semester. The College Choir explores a wide variety of music styles and is open to all who enjoy singing. The Vocal Ensemble is for more experienced choral singers and is open by audition or permission of the director. The Jazz Ensemble plays and improvises in the many styles appropriate to the jazz combo format. Openings are filled by audition. Other small instrumental ensembles are formed each semester to play music from the Western classical repertoire. Contact the director of music for more information.

Phi Theta Kappa (PTK)

Phi Theta Kappa is a national honor society for community and technical college students. It was formed to recognize and encourage academic excellence. The Alpha Epsilon Sigma Chapter at Minneapolis Community and Technical College was chartered in 1979. To be eligible for membership in Phi Theta Kappa, a student must be enrolled at MCTC, have completed 12 or more MCTC college-level credits and have a G.P.A. of at least 3.3. Membership details are available in H.2010 or with the advisors, Jamal Adam and Joe Rine.

Recreation and Leisure Activities

Students may use the racquetball courts, weight room and open gym during posted times. All activities in these areas are self-directed. You will need a picture ID for admission into these areas.

Noncredit aerobic dance classes are also offered and include training that leads to certification as an aerobic dance instructor.

Student Ambassadors/Mentors

Student ambassadors assist students in becoming acquainted with the College through New Student Orientations, college fairs and other campus activities. Their main goal is to be a bridge among students, faculty and staff to ensure a supportive educational environment. The student ambassadors provide leadership for the campus community, and they are effective role models for MCTC students. The Student Ambassador Office is in H.2041.

Student Newspaper

The student newspaper, *City College News*, is staffed by students and presents news, features, photographs, and viewpoints that the newspaper staff feels will interest and aid their peers. The newspaper gives students, regardless of background or experience, the opportunity to gain experience in producing a student publication. The newsroom is in H.2020.

Office of Student Life

This office provides direction and support for recognized student organizations, opportunities for student leadership development and a wide variety of Student Life activities designed to complement the academic goals of the College. This office fosters an environment that values differences, freedom of expression, and the holistic development of students. The Office of Student Life is located in H.2030.

Student Senate

The campus student association is the MCTC Student Senate, which is affiliated at the statewide level with the Minnesota State College Student Association (MSCSA).

The Student Senate is responsible for making recommendations to charter student clubs and organizations at the College. It appoints representatives to serve on the Student Life Budget Committee and College Committees, and ensures student involvement in the decision-making processes of the College. It represents the student body in working with the faculty and administration toward achieving common goals. Through the MCTC Student Senate, all students are represented by elected members who act on their behalf. The Student Senate Office is located in H.2010.

Programs and Credentials

Articulation Agreements

The following MCTC programs have articulation agreements with other colleges and universities:

MCTC Program	MCTC Degree	Transfer Institution	Program	Degree
Accounting Technician	A.A.S.	Metropolitan State University	Organizational Administration	B.A.S.
Addiction Counseling	A.S.	Metropolitan State University	Alcohol and Drug Counseling	B.S.
Administrative Assistant/ Software Support Specialist	A.A.S.	Metropolitan State University	Organizational Administration and Technology	B.A.S.
Air Traffic Control	A.A.S.	Metropolitan State University	Individualized Bachelor's Degree	B.A.
Apparel Technologies	Diploma	Metropolitan State University	Individualized Bachelor's Degree	B.A.
Architectural Technology	Diploma	Minnesota State University, Moorhead	Industrial Technology— General Technology	B.S.
Associate Degree, Diploma and Certificate programs		St. Mary's University School of Graduate and Special Programs	Bachelor of Science Degree completion programs	
Associate in Applied Science, Associate in Science	A.A.S. A.S.	Cardinal Stritch	College of Business (Management, Business Admin., Strategic Mgmt. of Info Systems, Human Services Mgmt.)	B.S.
Associate of Arts or Science Degree, Associate of Applied Science		Capella University	Bachelor's completion programs	
Associate of Fine Arts	A.F.A.	Minnesota State University, Mankato	Fine Arts	B.F.A.
Associate of Fine Arts	A.F.A.	Minnesota State University, Mankato	Art	B.A.
Associate of Fine Arts	A.F.A.	Minnesota State University, Mankato	Art Education	B.S.
Aviation Technician	A.A.S.	Metropolitan State University	Individualized Bachelor's Degree	B.A.
Aviation Airframe Technician	A.A.S.	Minnesota State University, Moorhead	Industrial Technology— General Technology	B.S.
Aviation Powerplant Technician	A.A.S.	Minnesota State University, Moorhead	Industrial Technology— General Technology	B.S.
Biology	A.S.	St. Cloud State University	Biology (all majors)	B.S.
Biotechnology	A.S.	St. Cloud State University	All biology majors	B.S.
Biotechnology	A.S.	St. Cloud State University	Biotechnology and Biology (all majors)	B.S.
Business Management	A.S.	Metropolitan State University	Business Administration	B.S.
Cabinetmaking	Diploma, A.A.S.	Minnesota State University, Moorhead	Industrial Technology— General Technology	B.S.
Chemistry	A.S.	St. Cloud State University	Chemistry (all majors)	B.S.
Child Development	A.S.	Metropolitan State University	Early Childhood	B.A.S.
Child Development	A.S., A.A.S.	Metropolitan State University	Psychology	B.A.
Child Development	A.S.	University of Wisconsin	Early Childhood	B.A.S.
Child Development	A.A.S.	Southwest Minnesota State University	Early Childhood	B.A.S.
Computer Forensics	A.A.S.	Metropolitan State University	Computer Forensics	B.A.S.
Construction Electricity	Diploma	Minnesota State University, Moorhead	Industrial Technology— General Technology	B.S.
Criminal Justice Studies	A.A.S.	Metropolitan State University	Criminal Justice	B.A.
Culinary Arts	A.A.S.	Metropolitan State University	Hospitality Management	B.A.S.
Filmmaking	A.S.	Metropolitan State University	Screenwriting	B.A.
Graphic Design and Visual Communication	A.A.S.	Metropolitan State University	Individualized Bachelor's Degree	B.A.
Heating, Ventilation,	Diploma, A.A.S.	Minnesota State University, Moorhead	Industrial Technology—	B.S.

MCTC Program	MCTC Degree	Transfer Institution	Program	Degree
Air Conditioning and Refrigeration		Ferris State University	General Technology—HVAC	B.S.
Human Services	A.S.	Metropolitan State University	Human Services	B.A.
Industrial Management	Diploma, A.S., A.A.S.	University of Wisconsin, Stout	Industrial Management	B.S.
Information Assurance	Certificate, Diploma	Metropolitan State University	Information Assurance	B.A.S.
Information Technology—Computer Programming	A.A.S.	College of St. Scholastica	Computer Science/ Information Systems	B.A.
Information Technology—Computer Programming	Diploma, A.A.S.	Minnesota State University, Moorhead	Industrial Technology—General Technology	B.S.
Information Technology—Computer Support and Network Administration	A.A.S.	College of St. Scholastica	Computer Science/ Information Systems	B.A.
Information Technology—Computer Support and Network Administration	Diploma, A.A.S.	Minnesota State University, Moorhead	Industrial Technology—General Technology	B.S.
Jewelry Manufacturing and Repair	A.A.S.	Metropolitan State University	Organizational Administration	B.A.S.
Law Enforcement	A.S.	Metropolitan State University	Law Enforcement	B.S.
Library Information Technology	A.S.	St. Cloud State University	Information Media	B.S.
Machine Tool Technologies	Diploma	Minnesota State University, Moorhead	Industrial Technology—General Technology	B.S.
Mathematics	A.S.	University of Minnesota	Mathematics	B.A. or B.S.
Nursing	A.S.	Minnesota State Universities	Nursing	B.S.N.
Office Information Processing Specialist	A.A.S.	Metropolitan State University	Organization Administration and Technology	B.A.S.
Photography and Digital Imaging	A.A.S.	Metropolitan State University	Individualized Bachelor's Degree	B.A.
Psychology	A.A.	Argosy University	Psychology	B.A.
Screenwriting	A.S.	Metropolitan State University	Screenwriting	B.A.
Sound Arts	A.S.	Metropolitan State University	Individualized Bachelor's Degree	B.A.
Urban Teacher Program	A.A.	Metropolitan State University	Urban Teacher Program	B.A.
Video and Digital Arts	A.S.	Metropolitan State University	Individualized Bachelor's Degree	B.A.
Video Digital Media	A.A.S.	Metropolitan State University	Individualized Bachelor's Degree	B.A.
Web Design	A.A.S.	Metropolitan State University	Individualized Bachelor's Degree	B.A.
Women's Studies	Certificate	Metropolitan State University	Women's Studies	B.A.

Programs

Accounting

- Accounting Technician A.A.S. Degree—63 credits
- Accounting Clerk Certificate—29 credits
- Accounts Payable/Receivable Certificate—16 credits
- Bookkeeping Assistant Certificate—16 credits
- Small Business Accounting Certificate—15 credits
- Payroll Accounting Certificate—13 credits

What You Will Learn

MCTC's Accounting programs will prepare you to use software to document original transactions and maintain records such as bank accounts, merchandise inventories, accounts receivable, accounts payable, and payroll for various organizations.

The program offers five certificate credentials and an Accounting Technician A.A.S. degree. The certificate coursework will introduce you to the principles of accounting, business communication, problem-solving and accounting math.

The A.A.S. coursework will include the additional topics of cost accounting, critical thinking, intermediate accounting, and interpretation and analysis of financial information.

You will have the opportunity to learn journal entry preparation, financial statement preparation, computerized accounting systems using Peachtree and QuickBooks software, and electronic spreadsheets using Microsoft Excel. You also will learn 10-key operation by touch.

Experienced instructors will assign you real-world accounting challenges to resolve and will encourage you to work in teams, similar to those formed in the workplace.

The Accounting Clerk program is the first level in the program; all Accounting Clerk coursework applies toward the more advanced Accounting Technician program.

Where You Could Work

- Small and medium-sized businesses
- Government agencies
- Nonprofit organizations

Students are accepted into this program for fall and spring semesters only.

Courses in this program require achievement of the following academic skill levels:

- **Reading:** To enroll in these program courses, students must have successfully completed READ 0100 or have been placed into READ 0200 or received placement/faculty recommendation into ESOL 0052.
- **Math:** To enroll in these program courses, students must have successfully completed MATH 0060 or be declared ready to enroll in MATH 0070 on the basis of their math placement test score.

Accounting Technician A.A.S. Degree

Not all courses are offered each semester. Credits: 63

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	*#*	*Course Name*	*Credits*
ACCT	1180	Calculators	1.00
ACCT	1200	Principles of Accounting 1	4.00
ACCT	1220	Accounting Math	3.00
BTEC	2375	Written Business Communications	3.00
General Education Courses (see below)			3.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	*#*	*Course Name*	*Credits*
ACCT	1210	Principles of Accounting 2	4.00
ACCT	1230	Payroll Accounting	3.00
ACCT	1255	Accounting Spreadsheets	3.00
ACCT	1262	Computerized Accounting	2.00
ACCT	1280	Income Tax	3.00
ACCT	2205	Understanding Financial Statements	3.00
ACCT	2210	Spreadsheet Design	3.00
ACCT	2220	Cost Accounting	4.00
ACCT	2230	Intermediate Accounting 1	4.00
ACCT	2240	Intermediate Accounting 2	4.00
ACCT	2290	Accounting Technical Review	1.00
General Education Courses (see below)			15.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (18 credits)

To complete the Accounting Technician A.A.S. degree, students are required to successfully complete 18 credits of general education coursework. This coursework must be selected from at least three of the MnTC goal areas. A minimum of 3 credits must be completed from Goal Area 1 (SPCH 1010 is required) and 3 credits from Goal Areas 7, 8, 9 or 10.

Accounting Clerk Certificate

Not all courses are offered each semester. Credits: 29

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester.)

Course	#	Course Name	Credits
ACCT	1180	Calculators	1.00
ACCT	1200	Principles of Accounting 1	4.00
ACCT	1220	Accounting Math	3.00
BTEC	1080	Microsoft Word	3.00
BTEC	2375	Written Business Communications	3.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	#	Course Name	Credits
ACCT	1210	Principles of Accounting 2	4.00
ACCT	1230	Payroll Accounting	3.00
ACCT	1255	Accounting Spreadsheets	3.00
ACCT	1262	Computerized Accounting	2.00
SPCH	1010	Interpersonal Communication	3.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (3 credits)

To complete the Accounting Clerk certificate, students are required to successfully complete SPCH 1010.

Accounts Payable/Receivable Certificate

Credits: 16

Course	#	Course Name	Credits
ACCT	1180	Calculators	1.00
ACCT	1200	Principles of Accounting 1	4.00
ACCT	1220	Accounting Math	3.00
ACCT	1262	Computerized Accounting	2.00
BTEC	2375	Written Business Communications	3.00
SPCH	1010	Interpersonal Communication	3.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

Bookkeeping Assistant Certificate

Credits: 16

Course	#	Course Name	Credits
ACCT	1180	Calculators	1.00
ACCT	1200	Principles of Accounting 1	4.00
ACCT	1220	Accounting Math	3.00
ACCT	1255	Accounting Spreadsheets	3.00
ACCT	1262	Computerized Accounting	2.00
BTEC	2375	Written Business Communications	3.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

Small Business Accounting Certificate

Credits: 15

Course	#	Course Name	Credits
ACCT	1200	Principles of Accounting 1	4.00
ACCT	1230	Payroll Accounting	3.00
ACCT	1255	Accounting Spreadsheets	3.00
ACCT	1262	Computerized Accounting	2.00
BTEC	2375	Written Business Communications	3.00

First semester courses will generally be selected with the assistance of a counselor or advisor during orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

Payroll Accounting Certificate

Credits: 13

Course	#	Course Name	Credits
ACCT	1200	Principles of Accounting 1	4.00
ACCT	1230	Payroll Accounting	3.00
BTEC	2375	Written Business Communications	3.00
SPCH	1010	Interpersonal Communication	3.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

Addiction Counseling

- A.S. Degree—68 credits
- Diploma—41 credits

***NOTE: As of July 1, 2008, minimum qualifications for licensure have changed. Bachelor's degrees in any field and MCTC diploma requirements will be required for permit licensure. An associate degree in Addicton Counseling will allow graduates to apply for a temporary permit to work in the field for no more than five years until a bachelor's degree is obtained.**

Addiction Counseling A.S. Degree

This A.S. degree is designed for persons without a degree.
Credits: 68

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	#	Course Name	Credits
COUN	2510	Introduction to Addictionology	3.00
COUN	2530	Counseling Skills	3.00
ENGL	1110	College English 1	3.00
General Education Courses (see below)			6.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	#	Course Name	Credits
COUN	2520	Psychopharmacology	3.00
COUN	2620	Assessment and Interviewing	3.00
COUN	2630	Case Management and Legal and Ethical Standards	3.00
COUN	2640	Group Counseling	3.00
COUN	2700	Internship 1	9.00
COUN	2710	Internship Seminar 1	1.00
COUN	2800	Internship 2	9.00
COUN	2810	Internship Seminar 2	1.00
General Education Courses (see below)			21.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

Students are accepted into this program for fall and spring semesters only. **A criminal background check will be required before internship placement.**

General Education Courses (27 credits)

To complete the Addiction Counseling A.S. degree, students are required to successfully complete 27 credits of general education coursework. This coursework must be selected from at least six of the MnTC goal areas. A minimum of 3 credits must be completed from Goal Area 1 and 3 credits from Goal Areas 7, 8, 9 or 10. Specific courses that are required and/or recommended are ENGL 1110 and 1111 (required), SPCH 1010 (recommended).

Addiction Counseling Diploma

This A.S. Degree is designed for persons without a degree.
Credits: 41

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	#	Course Name	Credits
COUN	2510	Introduction to Addictionology	3.00
COUN	2520	Psychopharmacology	3.00
COUN	2530	Counseling Skills	3.00
General Education Courses (see below)			3.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	#	Course Name	Credits
COUN	2640	Group Counseling	3.00
COUN	2700	Internship 1	9.00
COUN	2710	Internship Seminar 1	1.00
COUN	2800	Internship 2	9.00
COUN	2810	Internship Seminar 2	1.00
COUN	2620	Assessment and Interviewing	3.00
COUN	2630	Case Management and Legal and Ethical Standards	3.00
General Education Courses (see below)			3.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (6 credits)

To complete the Addiction Counseling A.S. degree, students are required to successfully complete 6 credits of general education coursework. This coursework must be selected from at least two of the MnTC goal areas. A minimum of 3 credits must be completed from Goal Area 1.

Courses in these programs require achievement of the following academic skill levels:

- **Reading:** To enroll in these program courses, students must have successfully completed READ 0200 or ESOL 0052 or be declared ready to enroll in READ 1300 on the basis of their reading placement test scores.
- **Writing:** To enroll in these program courses, students must have successfully completed ENGL 0900 or ESOL 0051 or be declared ready to enroll in ENGL 1110 on the basis of their writing placement test scores.

Air Traffic Control

- A.A.S. Degree—62 credits

What You Will Learn

MCTC's Air Traffic Control Training program will prepare you in skills related to the aviation industry and to meet minimum standards for eligibility to enter the Federal Aviation Administration (FAA) air traffic control career field. You will start by learning basic aviation terms and how weather conditions are applied and interpreted in the aviation environment. Additional coursework will teach you to use the necessary rules and procedures to direct the safe, orderly and expeditious flow of air traffic in the different air traffic facilities in the National Airspace System, including terminal and en route center environment. You will study valuable human factors related to the career field and learn individual and group problem-solving techniques during complex air traffic control exercises. These will enable you to make sound decisions no matter what the situation. You will receive extensive hands-on training to operate the computer and radar system in use today by the National Airspace System.

MCTC's three-semester program is an FAA-approved Collegiate Training Initiative (CTI) program specifically designed to offer students foundational air traffic control training and general aviation education.

Graduates of this program must meet FAA requirements, be U.S. citizens, meet the FAA age restriction and provide proof of meeting FAA ATCS medical standards (e.g. Class II medical certificate). FAA requires all students to take and receive a satisfactory score on the FAA preemployment examination, pass a security background screen and obtain a college advisor's recommendation.

Where You Could Work

- Government and military aviation facilities
- Airports
- Regional and major airlines

General Education Courses (20 credits)

Students must successfully complete or transfer 20 credits of general education coursework. Coursework must be selected from at least three of the MnTC goal areas. A minimum of 3 credits must be completed from Goal Areas 1 and 4 and 3 credits from Goal Areas 7, 8, 9 or 10.

Required and recommended courses include:
3 credits from Goal Area 1—ENGL 1110 3 cr. (Recommended)
3 credits from Goal Area 4—MATH 1110 4 cr. (Recommended)
3 credits from Goal Area 7, 8, 9, or 10
SPCH 1012 Intercultural Communication—3 cr. (Recommended)
PHIL 1110 Critical Thinking Skills—3 cr. (Recommended)
COML 1100 Computer Literacy Basics with Keyboarding—2 cr. (Recommended) Does not meet Goal Areas 7–10 requirements
6 credits of electives.

How You Apply

For detailed information, visit *www.minneapolis.edu/airtrafficcontrol/* or call 1-800-475-2828. In addition to college/ATC applications, program assessment is required.

Students entering the in-residence program (one year duration) must meet the following requirements: (1) They must take the air traffic control Aptitude Test and score 40 or higher. (See program admissions for details); (2) They must have completed the following online aviation courses from MCTC or approved courses from another accredited institution:

- Introduction to ATC—3 credits;
- Introduction to Aviation Weather—3 credits; and
- Aviation Knowledge—3 credits

Transfer students with a B.S./B.A. degree must meet the 20 general education credit requirement.

A maximum of 64 students for the in-residence program are accepted in the fall only. A maximum of 32 students for each online course are accepted for fall and spring only.

- There are no summer term admissions.

For complete program entry requirements, visit *www.minneapolis.edu/airtrafficcontrol/*.

Courses in this program require the achievement of the following academic skill levels:

- **Reading:** To enroll in these program courses, students must have successfully completed READ 0200 or ESOL 0052 or be declared ready to enroll in READ 1300 on the basis of their reading placement test scores.
- **Writing:** To enroll in these program courses, students must have successfully completed ENGL 0900 or ESOL 0051 or be declared ready to enroll in ENGL 1110 on the basis of their writing placement test scores.
- **Math:** To enroll in these program courses, students must have successfully completed MATH 0080 or be declared ready to enroll in MATH 1110 on the basis of their math placement test scores.

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A.A.S. Degree

Credits: 60

All courses must be completed with a grade of "C" or better.

Course	#	Course Name	Credits
ATCT	2000	Intro to ATC	3.00
ATCT	2100	Intro to Aviation Weather	3.00
ATCT	2110	Aviation Knowledge	3.00
ATCT	2120	ATC Navigation/Flight Operations	3.00
ATCT	2200	Human Factors in ATC 1	2.00
ATCT	2300	Principles of ATC	4.00
*ATCT	2135	Aviation Law and Accident Investigation **This course will be offered online fall 2008 and spring 2009 to meet changes to the in-residence prerequisites that begin the summer of 2009. Students planning on enrolling for the in-residence program beginning in 2009 (which starts in the summer semester only) must take this course prior to applying for the in-residence program.*	3.00
ATCT	2410	ATC Computers/Flight Data	5.00
ATCT	2420	Basic ATC Non-Radar Application	4.00
ATCT	2400	Advanced Radar/Radar Associate	10.00
ATCT	2440	Human Factors in ATC 2	2.00
General Education prerequisite credits			18.00

Aircraft Technician

- Aviation Powerplant Technician A.A.S. Degree—67 credits
- Aviation Airframe Technician A.A.S. Degree—63 credits
- Aircraft General Certificate—19 credits
- Aircraft Powerplant Certificate—18 credits
- Aircraft Systems Certificate—18 credits
- Aircraft Structures Certificate—17 credits

What You Will Learn

MCTC's Aircraft Technician program will prepare you to perform extensive maintenance, repair work and detailed inspections on all types of aircraft while meeting Federal Aviation Administration standards.

You will learn to service, repair, and overhaul aircraft systems, structures and engines to ensure proper operation and safety. In addition, you will learn how to access information on specifications, diagnostics and troubleshooting techniques.

You will gain hands-on training at the Flying Cloud Airport in Eden Prairie, Minn. There, you will have the chance to work on hydraulics, pneumatics, navigation, electrical and instrument systems. Given the importance of teamwork in the aviation environment, you will be instructed on team-building and communication techniques. You will also learn valuable decision-making and deductive-reasoning skills.

For more information and a tour of the Flying Cloud campus, call George Hoxie at 952-826-2454.

Where You Could Work

- Corporate aviation divisions
- Charter airlines
- Aircraft manufacturers
- Airports
- Aircraft overhaul facilities
- Government and military facilities
- Aircraft equipment manufacturers
- Major and regional airlines

How You Apply

Please contact our technical program recruiter at 612-659-6214, or visit *http://www.minneapolis.edu/*.

Students are accepted into this program fall term.

Courses in this program require achievement of the following academic skill levels:

- **Reading:** To enroll in these program courses, students must have successfully completed READ 0200 or ESOL 0052 or be declared ready to enroll in READ 1300 on the basis of their reading placement test scores.
- **Writing:** To enroll in these program courses, students must have successfully completed ESOL 0041 or be declared ready to enroll in ENGL 0900 or ESOL 0051 on the basis of their writing placement test scores.
- **Math:** To enroll in these program courses, students must have successfully completed MATH 0060 or be declared ready to enroll in MATH 0070 on the basis of their math placement test scores.

Placement testing may be waived by presentation of an official transcript showing equivalent coursework completed within the last five years with a grade of "C" or better.

Aviation Powerplant Technician A.A.S. Degree

Credits: 67

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	*#*	*Course Name*	*Credits*
AMTG	1100	Introduction to Aviation Maintenance	3.00
AMTG	1111	Materials and Processes	4.00
AMTG	1121	Weight and Balance	2.00
AMTG	1122	Aircraft Drawing	1.00
AMTG	1125	Basic D.C. Electricity	4.00
AMTR	2300	Fire Protection Systems	1.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	*#*	*Course Name*	*Credits*
AMTA	2329	A.C. Electrical Equipment	3.00
AMTI	2305	Internship	
AMTP	2151	Reciprocating Engines	6.00
AMTP	2159	Turbine Engines	6.00
AMTP	2190	Powerplant Inspection	3.00
AMTP	2266	Powerplant Systems	2.00
AMTP	2270	Ignition Systems	3.00
AMTP	2274	Fuel Metering	3.00
AMTP	2282	Propellers	2.00
AMTR	2207	Electrical Systems and Troubleshooting	5.00
AMTR	2302	Fuel Systems	1.00
AMTR	2304	Instrument Systems	2.00
General Education Courses (see next page)			16.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation.

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General Education Courses (16 credits)

To complete the Aviation Powerplant Technician A.A.S. degree, students are required to successfully complete 16 credits of general education coursework. This coursework must be selected from at least three of the MnTC goal areas. A minimum of 3 credits must be completed from Goal Area 1 and 3 credits from Goal Areas 7, 8, 9 or 10. Specific courses that are recommended are PHYS 1100, PSYC 1100 and PHIL 1110.

Aviation Airframe Technician A.A.S. Degree

Credits: 63

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	#	Course Name	Credits
AMTA	2316	Hydraulics and Pneumatics	2.00
AMTG	1100	Introduction to Aviation Maintenance	3.00
AMTG	1111	Materials and Processes	4.00
AMTG	1121	Weight and Balance	2.00
AMTG	1122	Aircraft Drawing	1.00
AMTG	1125	Basic D.C. Electricity	4.00
AMTR	2300	Fire Protection Systems	1.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	#	Course Name	Credits
AMTA	1200	Nonmetallic Structures	4.00
AMTA	1209	Sheet Metal Structures	5.00
AMTA	1214	Aircraft Welding	1.00
AMTA	1236	Airframe Inspection	2.00
AMTA	1244	Assembly and Rigging	2.00
AMTA	2321	Landing Gear Systems	2.00
AMTA	2324	Environmental Systems	3.00
AMTA	2329	A.C. Electrical Equipment	3.00
AMTI	2305	Internship	
AMTR	2207	Electrical Systems and Troubleshooting	5.00
AMTR	2302	Fuel Systems	1.00
AMTR	2304	Instrument Systems	2.00
General Education Courses (see below)			16.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (16 credits)

To complete the Aviation Airframe Technician A.A.S. degree, students are required to successfully complete 16 credits of general education coursework. This coursework must be selected from at least three of the MnTC goal areas. A minimum of 3 credits must be completed from Goal Area 1 and 3 credits from Goal Areas 7, 8, 9 or 10. Specific courses that are recommended are PHYS 1100, PSYC 1100 and PHIL 1110.

Aircraft General Certificate

Credits: 19

Course	#	Course Name	Credits
AMTA	2329	A.C. Electrical Equipment	3.00
AMTG	1100	Introduction to Aviation Maintenance	3.00
AMTG	1111	Materials and Processes	4.00
AMTG	1121	Weight and Balance	2.00
AMTG	1122	Aircraft Drawing	1.00
AMTG	1125	Basic D.C. Electricity	4.00
AMTR	2304	Instrument Systems	2.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

Aircraft Powerplant Certificate

Credits: 18

Course	#	Course Name	Credits
AMTA	2321	Landing Gear Systems	2.00
AMTP	2151	Reciprocating Engines	6.00
AMTP	2159	Turbine Engines	6.00
AMTP	2190	Powerplant Inspection	3.00
AMTR	2302	Fuel Systems	1.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

Aircraft Systems Certificate

Credits: 18

Course	#	Course Name	Credits
AMTA	2316	Hydraulics and Pneumatics	2.00
AMTP	2266	Powerplant Systems	2.00
AMTP	2270	Ignition Systems	3.00
AMTP	2274	Fuel Metering	3.00
AMTP	2282	Propellers	2.00
AMTR	2207	Electrical Systems and Troubleshooting	5.00
AMTR	2300	Fire Protection Systems	1.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

Aircraft Structures Certificate

Credits: 17

Course	*#*	*Course Name*	*Credits*
AMTA	1200	Nonmetallic Structures	4.00
AMTA	1209	Sheet Metal Structures	5.00
AMTA	1214	Aircraft Welding	1.00
AMTA	1236	Airframe Inspection	2.00
AMTA	1244	Assembly and Rigging	2.00
AMTA	2324	Environmental Systems	3.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

American Indian Studies

- Certificate—12 credits

What You Will Learn:

A certificate in American Indian Studies offers an academic award for students interested in a concentrated study of the historical and contemporary issues of Native American peoples and cultures. These courses can satisfy a number of lower-division courses for students interested in going on to a four-year major or minor program in American Indian Studies.

Where You Could Work:

- Nonprofit agencies
- Social service centers
- Advocacy groups
- Cultural resource organizations

American Indian Studies Certificate

Credits: 12

Required Course:

Course	*#*	*Course Name*	*Credits*
AMIS	1000	Native America	3.00

Elective Courses:

Students should choose any 9 credits from the courses listed below:

Course	*#*	*Course Name*	*Credits*
AMIS	1100	Native American Literature	3.00
AMIS	1200	Native American Art and Art History	3.00
AMIS	1300	Native Americans in Cinema and Popular Culture	3.00

Apparel Technologies

- Diploma—33 credits
- Certificate—15 credits

What You Will Learn

MCTC's Apparel Technologies program prepares you to produce a finished, professional garment from pattern to final product.

Program coursework covers apparel design, using both traditional pattern-making and computer-aided design methods, development, and grading. Standard industry software is used to automate the design process. You will learn industrial sewing methods and study textiles, product development, the sewn-goods manufacturing process, alteration techniques, and proper garment fit and proportion.

MCTC's program—the only one in the state—provides extensive hands-on training by industry-experienced instructors. You will gain a sense of personal accomplishment with the completion of each garment.

You will need good eyesight and good hand-eye coordination to successfully participate in this program. You must purchase sewing and drafting tool kits, fabrics and notions for class projects, as well as pattern paper.

Where You Could Work

- Small to mid-sized apparel and sewn-product manufacturers
- Alteration, bridal and tailor shops
- Theaters and costume houses
- Technical specifications and pattern-making facilities or departments of corporations

Students are accepted into this program both fall and spring semesters.

Courses in this program require achievement of the following academic skill levels:

- **Reading:** To enroll in program courses, students must have successfully completed READ 0100 OR be declared ready to enroll into READ 0200 OR placed or have faculty recommendation into ESOL 0052.
- **Math:** To enroll in program courses, students must have successfully completed MATH 0060 or be declared ready to enroll in MATH 0070 on the basis of their math placement test scores.

Apparel Technologies Diploma

Credits: 33. Please note that the first term course APRL 1650 has APRL 1000 as a prerequisite. Both APRL 1000 and APRL 1650 are offered as half-term courses. Students must complete APRL 1000 prior to taking APRL 1650.

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	*#*	*Course Name*	*Credits*
APRL	1000	Industrial Sewing Methods	4.00
APRL	1100	Textiles	3.00
APRL	1350	Pattern Development	4.00
APRL	1650	Alterations	4.00
General Education Courses (see below)			3.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

Course	*#*	*Course Name*	*Credits*
APRL	1400	Garment Construction	3.00
APRL	1800	Draping and Pattern Workroom	4.00
APRL	2150	Computer-Aided Design	4.00
APRL	2750	Product Development and Manufacturing	4.00

General Education Courses (3 credits)

To complete the Apparel Technologies diploma, students are required to successfully complete 3 credits of general education coursework from MnTC Goal Area 1.

Certificate

Credits: 15. Please note that the first term course APRL 1650 has APRL 1000 as a prerequisite. Both APRL 1000 and APRL 1650 are offered as half-term courses. Students must complete APRL 1000 prior to taking APRL 1650.

Course	*#*	*Course Name*	*Credits*
APRL	1000	Industrial Sewing Methods	4.00
APRL	1100	Textiles	3.00
APRL	1350	Pattern Development	4.00
APRL	1650	Alterations	4.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

Architectural Technology

- Diploma—64 credits

What You Will Learn

MCTC's Architectural Technology program will prepare you to work closely and effectively with architects to produce construction drawings for use by contractors.

You will learn traditional drafting techniques, then receive extensive training in computer-aided design (CAD) technology. Throughout the program, you will use CAD to produce a variety of drawings, two- and three-dimensional, for residential and commercial projects.

The coursework will cover architectural history as well as modern architectural standards. You will develop skills in model building, building code analysis, structural design, mechanical systems and legal contracts. You will also be trained to solve problems that arise during the assembly of building components.

The architectural technology classroom is designed to resemble a typical architectural firm's office. You will be assigned an individual drafting station and a computer with the latest version of AutoCAD. The learning environment and your coursework will help prepare you to work in collaboration with architects and engineers.

Instructors are all registered, practicing architects who are committed to enhancing your employability with Minnesota's architectural firms—60 percent of which are located within blocks of MCTC's campus.

For a tour of the classroom and individual student workstations, contact Dr. Tom Obermeyer at 612-659-6096.

Where You Could Work

- Architectural firms
- Engineering firms
- Facilities planning organizations
- Interior design firms
- Landscape firms
- Building-products manufacturers

Students are accepted into this program for fall and spring semesters.

Courses in this program require achievement of the following academic skill levels:

- **Reading:** To enroll in these program courses, students must have successfully completed READ 0100 or be declared ready to enroll in READ 0200 or ESOL 0052 on the basis of their reading assessment test scores.
- **Writing:** To enroll in these program courses, students must have successfully completed ESOL 0041 or be declared ready to enroll in ENGL 0900 or ESOL 0051 on the basis of their writing placement test scores.
- **Math:** To enroll in these program courses, students must have successfully completed MATH 0060 or be declared ready to enroll in MATH 0070 on the basis of their math placement test scores.

Architectural Technology Diploma

Credits: 64

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	*#*	*Course Name*	*Credits*
ARCH	1000	Architectural Technology Lab 1	6.00
ARCH	1010	Architectural Orientation	2.00
ARCH	1020	Building Technology 1	2.00
ARCH	1030	Introduction to CAD	2.00
General Education Courses (see next page)			3.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

Course	*#*	*Course Name*	*Credits*
ARCH	1200	Architectural Technology Lab 2	6.00
ARCH	1220	Building Technology 2	2.00
ARCH	1230	Intermediate CAD	2.00
ARCH	1500	Building Structures	3.00
ARCH	1510	Mechanical and Electrical Systems	3.00
ARCH	1520	Building Codes/Zoning/Specifications	2.00
ARCH	1530	Architect's Professional Practice	2.00
ARCH	1540	Architectural History	3.00
ARCH	2000	Architectural Technology Lab 3	6.00
ARCH	2020	Building Technology 3	2.00
ARCH	2030	Applied CAD	2.00
ARCH	2200	Architectural Technology Lab 4	6.00
ARCH	2220	Building Technology 4	2.00
ARCH	2230	Advanced CAD	2.00
General Education Courses (see below)			6.00

General Education Courses (9 credits)

To complete the Architectural Technology diploma, students are required to successfully complete 9 credits of general education coursework. This coursework must be selected from at least two of the MnTC goal areas. A minimum of 3 credits must be completed from Goal Area 1 and 3 credits from Goal Areas 7, 8, 9 or 10.

Elective Courses

Course	*#*	*Course Name*	*Credits*
ARCH	2500	Office Internship	7.00
ARCH	2550	Independent Study	3.00

Barbering

- Diploma—56 credits

What You Will Learn

MCTC's Barbering program helps you develop the knowledge and skills needed to provide hair, beard and skin-care services for a diverse clientele.

You will be instructed in all skills related to barbering: contemporary haircutting and styling, shaving, facials, massage, chemical services, scalp treatments and hairpieces. To ensure your health and well-being and that of your customers, you will learn proper sanitation and hygiene practices, safety measures and first-aid techniques. You also will study anatomy, shop management, and business and professional ethics.

Under the direction of an instructor with more than 25 years of experience, you will serve clients in the College barbering clinic. The clinic provides an opportunity to fine-tune your skills and serve diverse customers who have a variety of skin and hair types.

To qualify to enter the Barbering program, you must have completed the 10th grade, and you must meet a reading requirement. To carry out tasks essential to the practice of barbering, you need to have good hand-eye coordination and be in sufficiently good physical condition to tolerate long periods of time spent standing. You will be required to purchase a smock, a barbering kit with clippers, shears, combs, hairdryer and supplies, as well as textbooks.

Upon completion of the Barbering program, you will be prepared to take the Minnesota State Barber Board Apprentice Exam, which you must pass to practice as a barber.

Where You Could Work

- Barber shops in Minnesota and in states with reciprocity

Students are accepted into this program both at the beginning and middle of fall and spring semesters. Admission to this program is on a space-available basis only.

Courses in this program require achievement of the following academic skill levels:

- **Reading:** To enroll in program courses, students must have successfully completed READ 0100 or be declared ready to enroll in READ 0200 or ESOL 0052 on the basis of their reading placement test scores.

Barbering Diploma

Credits: 56

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	*#*	*Course Name*	*Credits*
BARB	1000	Introduction to Barbering and Histology	4.00
BARB	1050	Basic Lab 1	3.00
BARB	1100	Basic Lab 2	3.00
BARB	1150	Basic Fundamentals of Barbering Services	4.00
BARB	1200	Survey Lab 1	3.00
HLTH	1101	Personal and Community Health	3.00
HLTH	1150	First Aid and CPR	2.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	*#*	*Course Name*	*Credits*
BARB	1250	Survey Lab 2	3.00
BARB	1300	Anatomy and Physiology in Barbering	2.00
BARB	1350	Chemical Services	2.00
BARB	1360	Intermediate Lab 1	3.00
BARB	1370	Intermediate Lab 2	3.00
BARB	1400	Business Management in Barbering	2.00
BARB	1450	Advanced Technology	2.00
BARB	1460	Advanced Lab 1	4.00
BARB	1470	Advanced Lab 2	4.00
BARB	1500	Open Lab 1	4.00
BARB	1510	Open Lab 2	4.00
BARB	1520	Job Seeking	1.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (5 credits)

To complete the Barbering diploma, students are required to successfully complete the general education coursework listed in the course sequence above (HLTH 1101 and HLTH 1150).

Biology

- A.S. Degree—64 credits

What You Will Learn

The Biology associate in science degree is specifically designed to prepare you for transfer into the junior or third year of a biology major at a four-year college or university.

Students are accepted into this major both fall and spring semesters.

Courses in this major require achievement of the following academic skill levels:

- **Reading:** Students must successfully complete READ 0200 or ESOL 0052, OR be declared ready to enroll in READ 1300 on the basis of their reading assessment scores.
- **Writing:** Students must have successfully completed ENGL 0900 or ESOL 0051, OR be declared ready to enroll in ENGL 1110 on the basis of their writing assessment test scores.
- **Math:**
  For **Option 1**: Students must have successfully completed MATH 1110 or been placed into MATH 1120 or above on the basis of their mathematics assessment scores.
  For **Option 2**: Students must have successfully completed MATH 1110 and MATH 1120 or MATH 1125 or been placed into MATH 1180 on the basis of their mathematics assessment scores.

MCTC has an articulation agreement with St. Cloud State University, which provides for transfer of the A.S. in Biology to all of the B.S. degrees in the Department of Biology. MCTC is working on additional transfer agreements.

Biology A.S. Degree

Credits 64

Required Courses

Course	#	Course Name	Credits
BIOL	1100	Introduction to Biology	4.00
BIOL	2200	Principles of Biology	4.00
CHEM	1151	Principles of Chemistry 1	5.00
CHEM	1152	Principles of Chemistry 2	5.00
CHEM	2204	Organic Chemistry 1	4.00
CHEM	2224	Organic Chemistry 1 Lab	2.00
CHEM	2205	Organic Chemistry 2	4.00
CHEM	2225	Organic Chemistry 2 Lab	2.00
ENGL	1110	College English 1	3.00

AND

Option 1

Course	#	Course Name	Credits
MATH	1150	Statistical Analysis	4.00
PHYS	1131	College Physics 1	5.00
PHYS	1132	College Physics 2	5.00

AND

Choose **two** of the following course options:

BIOL	2230	Microbiology	2.00
AND			
BIOL	2231	Microbiology Lab	2.00
OR			
BIOL	2250	Plant Biology	4.00
OR			
BIOL	2260	Animal Biology	4.00
OR			
BIOL	2205	Genetics	4.00

OR

Option 2

Course	#	Course Name	Credits
MATH	1180	Calculus 1	5.00
PHYS	1211	Physics for Science and Engineering 1	6.00
MATH	1190	Calculus 2	5.00
PHYS	1221	Physics for Science and Engineering 2	6.00

AND

General Education Electives (9 credits)

The total for the required courses plus either Option 1 or Option 2 is 55 credits. Add 9 credits of general education electives (see following paragraphs) for a total of 64 credits to complete the associate in science in Biology degree.

To complete the A.S. degree in Biology, students are required to successfully complete coursework from six of the 10 goal areas of the MnTC. A minimum of 3 credits must be completed from Goal Area 1, and 3 credits from Goal Areas 7, 8, 9 or 10.

Students who choose **Option 1** must select courses from a least two different MnTC goal areas than are represented among the required credits in order to meet the requirement for coursework completed in six of the 10 MnTC goal areas.

Students who choose **Option 2** must select courses from at least three different MnTC goal areas than are represented among the required credits in order to meet the requirement for coursework completed in six of the 10 MnTC goal areas. It is recommended that students choose BIOL 1136, Environmental Science (MnTC 3 and 10) as one of their electives.

Students intending to transfer to St. Cloud State University are advised to:

Select Option 1
Take BIOL 2205: Genetics
Not take BIOL 2230 and BIOL 2231: Microbiology + Lab

Biotechnology

- A.S. degree—64 credits

What You Will Learn

MCTC's new Biotechnology A.S. degree program will prepare you for entry-level positions in the emerging and exciting biotechnology industry and is transferable to four-year baccalaureate majors within the biology and chemistry or related disciplines. Many courses in the program also transfer and apply to pre-med, pre-engineering, pre-vet and other academic tracks.

This program provides you with a strong scientific background and extensive laboratory experience in methods currently used in research, government, and industry laboratories. You will learn various skills that are important to gain employment at entry level in the growing bioscience industry, including laboratory techniques and instrumentation; basic computer skills associated with generating, analyzing and presenting experimental data; documenting laboratory procedures according to industry standards; and understanding the regulatory affairs that govern the bioscience industry. You will learn how to effectively work in cooperative teams in a laboratory setting to plan and complete experiments in a timely manner, and complete oral and written presentations. You will learn to prepare job search materials and practice interview skills.

MCTC has developed partnerships within the industry and community, and you will benefit in numerous ways from these alliances, including possible industry internships, seminars by guest speakers from the industry, and industry and research laboratory tours.

The Biotechnology program provides the academic coursework required to transfer to baccalaureate programs. MCTC has agreements with St. Cloud State University that facilitate transfer of the A.S. in Biotechnology degree coursework to all of the B.S. degrees in the Department of Biology, including the B.S. in Biotechnology. MCTC is working on additional transfer agreements.

Where You Could Work

- Bioscience industry, academic and government settings—in laboratory and instrumentation, quality control, quality assurance, production, manufacturing, documentation and several other divisions.
- You can also pursue a four-year degree in biology, chemistry or in related fields.

Register for BIOT 1000: Introducton to Bioscience to find out more about this program and the exciting field of bioscience.

Biotechnology A.S. Degree

Credits: 64

Required Core Courses

Course	*#*	*Course Name*	*Credits*
BIOT	1000	Introduction to Bioscience	1.00
BIOT	2320	Regulatory Affairs and QC Lab Skills	4.00
BIOL	2200	Principles of Biology	4.00
BIOL	2230	Microbiology	2.00
BIOL	2231	Microbiology Lab	2.00
BIOL	2500	Molecular Biology	4.00
CHEM	1151	Principles of Chemistry 1	5.00
CHEM	1152	Principles of Chemistry 2	5.00
CHEM	2204	Organic Chemistry 1	4.00
CHEM	2410	Analytical and Instrumental Chemistry	3.00
CHEM	2420	Analytical and Instrumental Chemistry Lab	2.00
CHEM	2610	Biochemistry	3.00
CHEM	2620	Biochemistry Lab	2.00

Required Supporting Courses

Course	*#*	*Course Name*	*Credits*
MATH		College Math*	4.00
ENGL	1110	College English	3.00
PHIL	1171	Ethics	3.00
General Education Electives*			13.00

*Choose from electives designed for transfer to four-year institutions or job opportunities in local industry, including industry internships, undergraduate research, forensic science and tissue culture courses. Students must work closely with a counselor when selecting math (students must choose among four specified math courses) and general education electives. A minimum of 3 credits must be completed from MnTC Goal Area 1 and 3 credits from MnTC Goal Areas 6, 8, 9 or 10, **AND** coursework must be selected from at least six of the MnTC goal areas to complete the A.S. in Biotechnology.

Please visit *www.minneapolis.edu/biotechnology* for complete details related to the recommended sequence for required courses and to view recommended elective general education courses.

Courses in this program require achievement of the following academic skill levels:

- **Reading:** Completion of READ 0200 or ESOL 0052 or placement into READ 1300.
- **Writing:** Completion of ENGL 0900 or ESOL 0051 or placement into ENGL 1110.
- **Math:** Completion of MATH 0080 or placement into MATH 1110 or above.
- **Chemistry:** One year of high school chemistry or CHEM 1020.

Business Management

- A.S. Degree—60 credits
- Banking and Finance Certificate—21 credits

What You Will Learn

MCTC's Business Management program will provide you with a broad background in the functional areas of business, such as accounting, management, marketing, leadership and small business development. You can either continue your studies or find entry-level employment in the field.

The accounting courses offered through the program will teach you to read and understand financial statements and prepare accounting statements for small to medium-sized organizations. In additional courses, you will learn oral and written business communication skills, the basic legal aspects of business, dispute resolution, marketing strategies, and how to evaluate an organization's strengths and weaknesses.

The program will prepare you to serve as a manager of business, government and/or nonprofit organizations using the four basic management functions: planning, organizing, leading and controlling. You will put all of your knowledge to work in a final case analysis that will be evaluated by program faculty.

MCTC has an articulation agreement with Metropolitan State University and most MnSCU institutions. Metropolitan State offers its complete bachelor of science degree in business administration on the MCTC campus.

Where You Could Work

- Private businesses
- Not-for-profit/nonprofit organizations
- Government
- Self-employment

Students are accepted into this program for fall, spring and summer terms.

Courses in this program require achievement of the following academic skill levels:

- **Reading:** See each course description for the academic skill level requirements.

Business Management A.S. Degree

Credits: 60

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	*#*	*Course Name*	*Credits*
BUSN	1140	Introduction to Business	3.00
BUSN	1142	Principles of Marketing	4.00
BUSN	1154	Business Communications	3.00
BUSN	2202	Financial Accounting	4.00
BUSN	2260	Legal Environment of Business	4.00
BUSN	2252	Principles of Management	4.00
INFS	1000	Information Literacy and Research Skills	2.00

Elective Courses

Choose 6 credits from among the following courses:

Course	*#*	*Course Name*	*Credits*
BUSN	1143	Principles of Advertising	3.00
BUSN	1145	Small Business Management	3.00
BUSN	1155	Human Relations and Team Building	3.00
BUSN	1166	Women in Leadership and Management	3.00
BUSN	1180	Principles of Banking and Finance	3.00
BUSN	1182	Principles of Consumer Lending	3.00
BUSN	1200	Computer Applications in Home and Business	3.00
BUSN	2224	Managerial Accounting	4.00
BUSN	2254	Entrepreneurship	3.00
BUSN	2256	Supervision and Leadership	3.00

General Education Courses (30 credits)

To complete the Business Management A.S. degree, students are required to successfully complete 30 credits of general education coursework. This coursework must be selected from at least six of the MnTC goal areas. A minimum of 3 credits must be completed from Goal Area 1 and 3 credits from Goal Areas 7, 8, 9 or 10. Specific courses that are required and/or recommended are ENGL 1110 and ENGL 1111 (required), SPCH 1010 or SPCH 1012 (required), MATH 1110, MATH 1140 (recommended).

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

Banking and Finance Certificate

Credits: 21

This certificate award is a result of a unique partnership between MCTC, US Bank, Goodwill Easter Seals and Project for Pride in Living. A team of individuals from these agencies provided their expertise in the creation of training and educational programs in banking and finance.

This program is designed to provide individuals who work in, or are interested in working in, a financial setting a comprehensive understanding of the professional skills needed for advanced positions in the banking industry. Interested students may progress from earning a certificate or an associate degree to a bachelor's degree and then to an MBA from Metropolitan State University.

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	*#*	*Course Name*	*Credits*
BUSN	1140	Introduction to Business	3.00
BUSN	1154	Business Communications	3.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	*#*	*Course Name*	*Credits*
BUSN	1180	Principles of Banking and Finance	3.00
BUSN	1184	Selling Financial Institution Products.	3.00
BUSN	1182	Principles of Consumer Lending	3.00
BUSN	1183	Principles of Commercial Lending	3.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (3 credits)

To complete the Business Management-Banking and Finance Certificate, students are required to successfully complete SPCH 1010 or SPCH 1012.

Banking and Finance Concentration A.S. Degree

Recommended coursework.

Business Management Required Core Courses (21 credits)

Course	*#*	*Course Name*	*Credits*
BUSN	1140	Introduction to Business	3.00
BUSN	1142	Principles of Marketing	4.00
BUSN	2202	Financial Accounting	4.00
BUSN	2252	Principles of Management	4.00
BUSN	2260	Legal Environment of Business	4.00
INFS	1000	Information Literacy and Research Skills	2.00

Business Management Required Banking and Finance Courses (12 credits)

Course	*#*	*Course Name*	*Credits*
BUSN	1180	Principles of Banking and Finance	3.00
BUSN	1184	Selling Financial Institution Products	3.00
BUSN	1182	Principles of Consumer Lending	3.00
BUSN	1183	Principles of Commercial Lending	3.00

General Education Courses (in these categories) (30 credits)

Course	*#*	*Course Name*	*Credits*
Written and Oral Communciation			
ENGL	1110	College English 1	3.00
ENGL	1111	College English 2	3.00
SPCH	1012	Intercultural Communication	3.00

Natural Sciences—any 3 credits

Mathematics/Logical Reasoning (recommended)

MATH	1110	College Algebra.	4.00
MATH	1140	Introductory Statistics	3.00

History and Behavioral Sciences (recommended)

ECON	2000	Macroeconomics.	3.00
ECON	2200	Microeconomics	3.00

MnTC Goal Areas 7–10. . . . . any 3 credits

Electives from MnTC Goal Areas 1–10 . . . . . any 2 credits

Note: Prerequisites for all Banking and Finance courses: *READ 0100 or ESOL 0052* **AND** *ENGL 0900 or ESOL 0051*. To complete the Business Management-Banking and Finance Certificate, students are required to successfuly complete *SPCH 1010* or *SPCH 1012*.

Business Office Administration

- Administrative Assistant/Software Support Specialist A.A.S. Degree—64 credits
- Office Information Processing Specialist A.A.S. Degree—60 credits
- Administrative Assistant/Software Support Diploma—32 credits
- Legal Office Specialist Certificate—28 credits
- Customer Service/Contact Center Specialist Certificate—18 credits

What You Will Learn

MCTC's Business Office Administration programs help students become proficient in the computer, business, and communication skills that are used to provide administrative and technology support in a wide variety of business office and customer service settings.

Coursework will cover the fundamentals of business computers, business culture, written business communication, business presentations and extensive work with current software applications. You will also learn human relations, problem-solving and team-building skills that are important in the workplace.

During the program, you will receive hands-on training in keyboarding skills and with current versions of the Microsoft Office applications: Word, Excel, PowerPoint and Access. In the A.A.S. degree program, you will learn the Windows operating system and the basics of microcomputer system maintenance, applications and support. Completion of an internship is also a popular experience for students. Additional emphasis is placed on rèsumé preparation and career portfolio construction, as well as job search techniques that will cap your degree experience.

MCTC has an articulation agreement with Metropolitan State University for students who wish to transfer A.A.S. credits into the B.A.S. degree in Organization Administration and Technology at Metropolitan State University.

Where You Could Work

- Businesses of all types and sizes
- Nonprofit organizations
- Government agencies
- With an A.A.S. degree:
  - Computer support service companies
  - Computer training facilities and educational institutions
  - All business organizations

Students are accepted into this program for fall and spring semesters only.

Courses in this program require achievement of the following academic skill levels:

- **Reading:** With the exception of Legal Office Specialist, to enroll in BTEC programs, you must have successfully completed READ 0100, or have placement into READ 0200 or ESOL 0052.

Administrative Assistant/Software Support Specialist A.A.S. Degree

Credits: 64

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	*#*	*Course Name*	*Credits*
BTEC	1010	Fundamentals of Business Computers	2.00
BTEC	1060	Keyboarding	3.00
BTEC	1080	Microsoft Word	3.00
BTEC	1800	Business Culture and Communication	3.00
BTEC	2030	Business Presentations	2.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	*#*	*Course Name*	*Credits*
ACCT	1200	Principles of Accounting 1	4.00
BTEC	2100	Microsoft Excel	3.00
BTEC	2110	Microsoft Access	3.00
BTEC	2355	Desktop Publishing with Microsoft Word	3.00
BTEC	2375	Written Business Communications	3.00
BTEC	2450	Internship	1.00
BTEC	2630	Microsoft Power Point	2.00
BTEC	2730	The Professional Office	3.00
BTEC	2775	Power Keyboarding	2.00
BTEC	2825	Career Management	2.00
ITEC	1250	Microsoft Windows Operating Systems	3.00
General Education Courses (see below)			16.00
Elective Courses (see next page)			6.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (16 credits)

To complete the Administrative Assistant/Software Support Specialist A.A.S. degree, students are required to successfully complete 16 credits of general education coursework. This coursework must be selected from at least three of the MnTC goal areas. A minimum of 3 credits must be completed from Goal Area 1 and 3 credits from Goal Areas 7, 8, 9 or 10.

Elective Courses

Any course in BTEC, ITEC or BUSN.

Course	#	Course Name	Credits
BUSN	2252	Principles of Management	3.00
BUSN	2256	Supervision and Leadership Skills	3.00
ITEC	1425	Data Communications	4.00
ITEC	1475	Linux System Administration	4.00
ITEC	1310	Microcomputer System Maintenance	4.00

Office Information Processing Specialist A.A.S. Degree

Credits: 60

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	#	Course Name	Credits
BTEC	1010	Fundamentals of Business Computers	2.00
BTEC	1060	Keyboarding	3.00
BTEC	1080	Microsoft Word	3.00
BTEC	1800	Business Culture and Communication	3.00
BTEC	2030	Business Presentations	2.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	#	Course Name	Credits
BTEC	2100	Microsoft Excel	3.00
BTEC	2110	Microsoft Access	3.00
BTEC	2355	Desktop Publishing with Microsoft Word	3.00
BTEC	2375	Written Business Communications	3.00
BTEC	2450	Internship	1.00
BTEC	2630	Microsoft Power Point	2.00
BTEC	2730	The Professional Office	3.00
BTEC	2775	Power Keyboarding	2.00
BTEC	2825	Career Management	2.00
General Education Courses (see below)			16.00
Elective Courses (see below)			9.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (16 credits)

To complete the Office Information Processing Specialist A.A.S. degree, students are required to successfully complete 16 credits of general education coursework. This coursework must be selected from at least three of the MnTC goal areas. A minimum of 3 credits must be completed from Goal Area 1 and 3 credits from Goal Areas 7, 8, 9 or 10.

Elective Courses

Any 2000 level BTEC course or any ACCT, BUSN, ITEC or GRPH course.

Administrative Assistant/Software Support Diploma

Credits: 32

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	#	Course Name	Credits
BTEC	1010	Fundamentals of Business Computers	2.00
BTEC	1060	Keyboarding	3.00
BTEC	1080	Microsoft Word	3.00
BTEC	1800	Business Culture and Communication	3.00
BTEC	2030	Business Presentations	2.00
General Education Courses (see below)			3.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	#	Course Name	Credits
BTEC	2100	Microsoft Excel	3.00
BTEC	2355	Desktop Publishing with MS Word	3.00
BTEC	2375	Written Business Communications	3.00
BTEC	2730	The Professional Office	3.00
BTEC	2775	Power Keyboarding	2.00
BTEC	2825	Career Management	2.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (3 credits)

To complete the Administrative Assistant/Software Support Specialist diploma, students are required to successfully complete 3 credits of general education coursework from MnTC Goal Area 1.

continued on next page

Legal Office Specialist Certificate

Credits: 28

What You Will Learn

This program will provide you with the skills and proficiencies required to work in modern law offices, legal departments of corporations, government offices, legal aid offices and courts. The coursework will develop your skills for processing legal documents, understanding legal terminology and documentation, working with legal software applications, executing law office procedures, keeping records, billing, becoming aware of applicable policies and regulations for the Minnesota legal system, and comprehending professional standards and ethics.

Introductory Courses

(Listed below are the required courses we suggest students chose from during their first semester).

Course	*#*	*Course Name*	*Credits*
BTEC	1010	Fundamentals of Business Computers	2.00
BTEC	1060	Keyboarding	3.00
BTEC	1160	Legal Office Procedures	3.00
BTEC	1800	Business Culture and Communication	3.00
BTEC	1835	Business English	3.00

Advanced Courses

(Listed below are additional courses required for their completion of this program).

Course	*#*	*Course Name*	*Credits*
BTEC	1165	Legal Transcription	3.00
BTEC	2375	Written Business Communication	3.00
BTEC	2730	The Professional Office	3.00
BTEC	2775	Power Keyboarding	2.00
SPCH	1010	Interpersonal Communication	3.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning the first semester in the program.

Cabinetmaking

- A.A.S. Degree—72 credits
- Diploma—64 credits
- Basic Woodworking Technician Certificate—29 credits

What You Will Learn

MCTC's Cabinetmaking program will prepare you to work with a variety of hardwoods and wood products to produce quality cabinets and furniture that will stand the test of time.

The program combines classic craftsmanship with state-of-the-art technology. You will learn manual drafting skills alongside computer-aided drafting (CAD), using both to design furniture and plan its production. To ensure you have the flexibility to work on diverse projects, your coursework will cover cabinet and furniture design, effective business practices, and measurement systems.

You will gain extensive hands-on experience by working in MCTC's wood laboratory, one of the best-equipped in the state. MCTC's faculty have a broad range of experience and enjoy providing you with hands-on exposure to a full range of manufacturing processes. During the program, you will become proficient in the use of basic hand tools and learn to operate both basic and advanced machinery, such as a Biesse-Rover Computer Numerically Controlled (CNC) Point-to-Point machine.

To participate in the program, you should have above-average manual dexterity skills and be in good physical condition, as some lifting is required. Plan to purchase $100 of required hand tools, as well as all wood and other materials used in your cabinetry projects. Optional hand tools that are helpful in the industry cost approximately $500.

For more information and a laboratory tour, contact Mark Lindstrom at 612-659-6076.

Where You Could Work

- Large and small woodworking production facilities
- Custom cabinet, furniture and millwork shops
- Furniture repair and refinishing shops
- Artisan studios
- Musical instrument fabrication and repair shops

Students are accepted into this program for fall, spring and summer terms.

Courses in this program require achievement of the following academic skill levels:

- **Reading:** To enroll in these program courses, students must have successfully completed READ 0100 or be declared ready to enroll in READ 0200 or ESOL 0052 on the basis of their reading placement test scores.
- **Math:** To enroll in these program courses, students must have successfully completed MATH 0060 or be declared ready to enroll in MATH 0070 on the basis of their math placement test scores.

A.A.S. Degree

Credits: 72

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	*#*	*Course Name*	*Credits*
CBMK	1010	Woodworking Fundamentals	4.00
CBMK	1020	Machine Operations and Safety	4.00
CBMK	1030	Drafting for Cabinetmaking	5.00
General Education courses (see below)			5.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

Course	*#*	*Course Name*	*Credits*
CBMK	1040	Residential Cabinet Design	6.00
CBMK	1050	Commercial Casework and Fixtures	7.00
CBMK	1060	Furniture Design and Construction	6.00
CBMK	1070	Framed Kitchen Design and Construction	7.00
CBMK	1080	European Cabinet Design and Construction	6.00
CBMK	1090	Countertops and Work Surfaces	5.00
CBMK	1091	Industry Internship	4.00
General Education Courses (see below)			13.00

General Education Courses (18 credits)

To complete the Cabinetmaking A.A.S. degree, students are required to successfully complete 18 credits of general education coursework. This coursework must be selected from at least three of the MnTC goal areas. A minimum of 3 credits must be completed from Goal Area 1 and 3 credits from Goal Areas 7, 8, 9 or 10.

continued on next page

Cabinetmaking Diploma

Credits: 64

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course #		Course Name	Credits
CBMK	1010	Woodworking Fundamentals	4.00
CBMK	1020	Machine Operations and Safety	4.00
CBMK	1030	Drafting for Cabinetmaking	5.00
General Education courses (see below)			3.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course #		Course Name	Credits
CBMK	1040	Residential Cabinet Design	6.00
CBMK	1050	Commercial Casework and Fixtures	7.00
CBMK	1060	Furniture Design and Construction	6.00
CBMK	1070	Framed Kitchen Design and Construction	7.00
CBMK	1080	European Cabinet Design and Construction	6.00
CBMK	1090	Countertops and Work Surfaces	5.00
CBMK	1091	Industry Internship	4.00
General Education Courses (see below)			6.00

First semester courses will generally be selected with the assistance of a counselor or advisor during orientation. You are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (9 credits)

To complete the Cabinetmaking diploma, students are required to successfully complete 9 credits of general education coursework. This coursework must be selected from at least two of the MnTC goal areas. A minimum of 3 credits must be completed from Goal Area 1 and 3 credits from Goal Areas 7, 8, 9 or 10.

Basic Woodworking Technician Certificate

Credits: 29

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course #		Course Name	Credits
CBMK	1010	Woodworking Fundamentals	4.00
CBMK	1020	Machine Operations and Safety	4.00
CBMK	1030	Drafting for Cabinetmaking	5.00
General Education courses (see below)			3.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course #		Course Name	Credits
CBMK	1040	Residential Cabinet Design	6.00
CBMK	1050	Commercial Casework and Fixtures	7.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (3 credits)

To complete the Basic Woodworking Technician Certificate, students are required to successfully complete 3 credits of general education coursework from MnTC Goal Area 1.

Carpentry

- Diploma—32 credits

What You Will Learn

The Carpentry Certificate is designed to provide you with an opportunity to acquire the skills, knowledge and understanding needed to enter the occupation as an entry-level carpenter. You will participate in job-location-based projects and lab projects. You will learn to use hand, power and stationary tools common to the trade. Instructors will emphasize workplace skills such as teamwork, problem-solving, tool usage, good work habits and adherence to strict safety standards.

You will gain extensive hands-on experience by working in the field of new-home construction. MCTC's faculty have a broad range of experience and enjoy providing students with hands-on training.

During the nine-month program, student, faculty and community liaisons will build Habitat for Humanity homes or participate in other community-based building projects, at locations around Minneapolis and the metro area. Working on these type projects will always depend on schedules of both the Carpentry program and the projects.

To participate in the program, you should have above-average manual dexterity skills and be in good physical condition, as some lifting is required.

For more information, contact Perry Ruedy, carpentry instructor at 612-659-6012.

Where You Could Work

- Large or small construction companies
- Roofing companies
- Apartment complexes
- Property management companies
- Prefabricated home companies

Courses in this program require achievement of the following academic skill levels:

- **Reading:** To enroll in these program courses, students must have successfully completed READ 0100 or be declared ready to enroll in READ 0200 or ESOL 0052 on the basis of their reading placement test scores.

- **Math:** To enroll in these program courses, students must have successfully completed MATH 0060 or be declared ready to enroll in MATH 0700 on the basis of their math placement test scores.

Carpentry Diploma

Credits: 32

First Semester

Course	*#*	*Course Name*	*Credits*
CARP	1000	Construction Materials, Fasteners and Industry Terms	3.00
CARP	1100	Construction Tool Operation and Safety	3.00
CARP	1200	Applied Math for Carpentry and Estimating	3.00
CARP	1300	Blue Print Reading, Layout and Project Planning	3.00
CARP	1400	Basic Residential Construction and Building Codes	2.00
General Education Credits (see below)			3.00

Second Semester

Course	*#*	*Course Name*	*Credits*
CARP	1500	Residential Construction 1.	4.00
CARP	1600	Residential Construction 2.	4.00
CARP	1700	Residential Construaction 3.	4.00
CARP	1800	Masonry, Surveying and Stair Construction.	1.00
CARP	1900	Cabinet Construction, Countertop and Installation	2.00

General Education Courses (3 credits)

To complete the Carpentry certificate, you are required to successfully complete 3 credits of general education work. This coursework must be selected from the MnTC Goal Area 1.

First Semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

Central Services Technician

- Certificate—10 credits

What You Will Learn

This certificate prepares students for entry-level work in a healthcare setting sterilizing instruments and working with medical and surgical equipment and supplies. The program course builds upon knowledge learned in the Healthcare Core Curriculum. Foundational anatomy and physiology and basic principles of microbiology will be presented. Course competencies include decontamination, preparation and packaging for sterilization, sterilization process, and sterile storage. Basic surgical instrumentation and medical terminology that is necessary for this area of employment in the healthcare setting will also be presented. The lab will include campus and hospital-based practice settings. Through this practicum experience, you will become familiar with the central services of a hospital. The focus of this course is to provide you with comprehensive skills to perform competently and safely. You will have hands-on practice sessions to develop the skills and techniques required in performing various activities in the central services areas. Because this program requires internship in a hospital setting, you must pass a background check and provide proof of immunity status prior to placement in the healthcare setting.

Upon completion of CSIP 1000 and 1002, you are eligible to take the certification exam from the Certification Board for Sterile Processing and Distribution, Inc. (CBSPD).

Where You Could Work

- Hospitals
- Surgery centers
- Medical equipment supply companies

Students are accepted into this program once per year.

Courses in this program require achievement of the following academic skill levels:

- **Reading:** To enroll in program courses, students must have successfully completed READ 0100 or placed into READ 0200 or ESOL 0052.

Central Services Technician Certificate (Sterile Instrument Processing)

Course	*#*	*Course Name*	*Credits*
HCCC	1010	Behaviors for Success in Health Careers	0.50
HCCC	1020	Communication in Healthcare	1.00
HCCC	1030	Awareness and Sensitivity to Client Needs	0.50
HCCC	1040	Respecting Client and Staff Diversity	0.50
HCCC	1050	Healthcare Safety and Standard Precautions	0.50
HCCC	1060	Legal Issues in Health Care	0.50
HCCC	1070	Healthcare Ethics	0.50
HCCC	1100	Medical Terminology	1.00
CSIP	1000	Central Service Technician (Sterile Instrument Processing)	3.00
CSIP	1002	Central Services Technician Internship	2.00

Chemistry

- A.S. degree—64 credits

MCTC's Chemistry major is specifically designed to prepare students for transfer into the junior or third year of a chemistry major at four-year colleges or universities. You will complete the coursework required in the first-two years of a four-year major in chemistry in several tracks offered by four-year institutions. Several of the courses and electives in the program are also required for biology, pharmacy, medical, veterinary, engineering and other related programs at four-year institutions.

What You Will Learn

You will learn and apply central theories in general, organic, analytical, and forensic or biochemistry. The program includes physics, mathematics and electives required for transfer. You will learn the applications of chemistry to various disciplines including health sciences, biological sciences and engineering. You will gain extensive laboratory experience utilizing various techniques and instruments. You will learn computer skills associated with data analysis and presentation, good laboratory practices and how to document laboratory procedures. You will learn to effectively work in cooperative teams in a laboratory setting to plan and complete experiments in a timely manner, and to give oral and written presentations.

MCTC has transfer agreements with University of Minnesota and St. Cloud State University, which facilitates transfer of the A.S. in Chemistry degree into the chemistry major in various tracks offered by these institutions. MCTC is also working on transfer agreements with other four-year institutions.

Courses in this major require the following academic skill levels:

- **Reading:** completion of READ 0200 or ESOL 0052 **OR** placement into READ 1300.
- **Writing:** completion of ENGL 0900 or ESOL 0052 **OR** placement into ENGL 1110.
- **Math:** completion of MATH 80 **OR** placement into MATH 1110 or higher.
- **Chemistry:** completion of one full year of high school Chemistry **OR** CHEM 1020.

In addition to the courses required for this major, the Chemistry Department offers additional coursework students may want to consider taking, including:

CHEM	1145	Forensic Science 1	4.00
CHEM	2610	Biochemistry	3.00
CHEM	2620	Biochemistry Lab	2.00

Chemistry A.S. Degree

Credits: 64

Required Courses (Not all courses are offered each semester.)

Course	*#*	*Course Name*	*Credits*
CHEM	1151	Principles of Chemistry 1	5.00
CHEM	1152	Principles of Chemistry 2	5.00
BIOT	2320	Regulatory Affairs and QC Lab Skills	4.00
CHEM	2204	Organic Chemistry 1	4.00
CHEM	2224	Organic Chemistry 1 Lab	2.00
CHEM	2205	Organic Chemistry 2	4.00
CHEM	2225	Organic Chemistry 2 Lab	2.00
CHEM	2410	Analytical and Instrumental Chemistry	3.00
CHEM	2420	Analytical and Instrumental Chemistry Lab	2.00

AND

Math and Physics: Option 1

(Students transferring to the University of Minnesota must choose this option.)

Course	*#*	*Course Name*	*Credits*
MATH	1180	Calculus 1	5.00
MATH	1190	Calculus 2	5.00
PHYS	1211	Physics for Science and Engineering 1	6.00
PHYS	1221	Physics for Science and Engineering 2	6.00

OR

Math and Physics: Option 2

Course	*#*	*Course Name*	*Credits*
MATH	1170	Calculus for Business and Social Sciences	4.00
PHYS	1131	College Physics 1	5.00
PHYS	1132	College Physics 2	5.00

General Education Electives:

Students seeking the A.S. degree in Chemistry must complete coursework in six of the 10 MnTC goal areas. Within the general education coursework, students must complete a minimum of 3 credits in MnTC Goal Area 1, and a minimum or 3 credits from MnTC Goal Areas 7, 8, 9 or 10.

Total of 56 credits of required coursework in Option 1: The required courses fall within MnTC Goal Areas 1 (ENGL 1110), 3 (BIOT, CHEM, PHYS), 4 (MATH and PHYS), and 9 (if you take CHEM 1145 as an elective). The remaining **8 elective general education credits** must be selected to fulfill the requirement to complete coursework in two other goal areas.

Total of 48 credits of required coursework in Option 2: The required courses fall within MnTC Goal Areas 1 (ENGL 1110), 3 (BIOT, CHEM, PHYS), 4 (MATH and PHYS), 9 (if you take CHEM 1145 as an elective) and 10 (PHYS 1132). The remaining **16 elective general education credits** must be selected to fulfill the requirement to complete coursework in at least one other goal area.

Child Development

- A.S. Degree—60 credits
- A.A.S. Degree—60 credits
- Diploma—30 credits
- Certificate—16 credits

What You Will Learn

MCTC's Child Development program will prepare you to organize and lead activities and provide nurturing care for children, particularly in urban childcare centers, nursery schools, elementary classrooms and afterschool programs.

The program incorporates cultural diversity into all of its courses, emphasizing working with children and families of all kinds in an urban setting. Your coursework will cover child development, community, family and parent relationships, oral and written communication, safety, health and nutrition, and child guidance.

You also will study various teaching and learning methods and be trained to observe, document, and assess children, and to convey a sense of professionalism and ethical behavior in a classroom setting.

By the time you complete the program, you will know how to promote and communicate knowledge of child development; create healthy, respectful and challenging learning environments; create and maintain respectful and supportive relationships with families; and design and implement developmentally and culturally appropriate activities and curriculum.

You will put your new knowledge to work and gain experience through two practicums. MCTC partners with many agencies and organizations that provide wonderful learning opportunities for program participants.

Employment in the field will require you to pass a background check, as employers will not hire anyone who has a felony record. You also will need CPR and first aid training.

MCTC has an articulation agreement with Metropolitan State University, University of Wisconsin–Stout and Southwest State; and the MnSCU consortium.

Where You Could Work

- Childcare centers
- Family support agencies
- Head Start
- Public schools
- Afterschool programs
- Nursery schools or preschools
- Childcare resource or referral agencies
- Social service agencies
- Family resource programs
- Child life programs in hospitals

Students are accepted into this program for fall, spring and summer terms.

Courses in this program require achievement of the following academic skill levels:

- **Reading:** To enroll in these program courses, students must have successfully completed READ 0200 or ESOL 0052 or be declared ready to enroll in READ 1300 on the basis of their reading placement test scores.
- **Writing:** To enroll in these program courses, students must have successfully completed ESOL 0041 or be declared ready to enroll in ENGL 0900 or ESOL 0051 on the basis of their writing placement test scores.

Child Development A.S. Degree

Credits: 60

Core Courses

(Listed below are required courses students should take during their first semester in this program.)

Course	#	Course Name	Credits
EDUC	1000	Introduction to Careers with Children and Youth	1.00
EDUC	1215	Growth and Development of Children and Youth	3.00
CHDV	1220	Child Safety, Health and Nutrition	3.00
EDUC	1235	Guiding Behaviors of Children and Youth	3.00
CHDV	1240	Caregiving and Teaching Strategies	3.00
EDUC	1500	Introduction to Urban Education and Urban Learners	3.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	#	Course Name	Credits
CHDV	1545	Learning Experiences	3.00
CHDV	1600	Practicum 1	2.00
SPCH	1012	Intercultural Communications	3.00
SOCI	1110	Families in a Contemporary Society	3.00
ENGL	1100	College English 1	3.00
SOCI	2115	Family Violence	3.00
EDUC	2250	Special Education—Inclusion Strategies for Children and Youth	3.00
CHDV	2500	Professional Leadership	3.00
BIOL	1136	Environmental Science	3.00
BIOL	1137	Enviornmental Science Lab	1.00
ENGL	1111	College English 2	3.00
PSYC	2215	Child and Adolescent Psychology	3.00
Child Development Elective			3.00
General Education			8.00
MnTC, 1 course from Goal Area 6			
Total credits: 60.00			

First Semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

Total credits: 32

A.A.S. Degree

Credits: 60

Core Courses

(Listed below are required courses students should take during their first semester in this program.)

Course	#	Course Name	Credits
EDUC	1000	Introduction to Careers with Children and Youth	1.00
EDUC	1215	Growth and Development of Children and Youth	3.00
CHDV	1220	Child Safety, Health and Nutrition	3.00
EDUC	1235	Guiding Behaviors of Children and Youth	3.00
CHDV	1240	Caregiving and Teaching Strategies	3.00
EDUC	1500	Introduction to Urban Education and Urban Learners	3.00

Advanced Courses

(Listed below are additional courses required for your completion of this program.)

Course	#	Course Name	Credits
CHDV	1545	Learning Experiences	3.00
CHDV	1600	Practicum 1	2.00
CHDV	1505	Child, Family, and Community Relations	3.00
ENGL	1100	College English 1	3.00
SOCI	1110	Families in a Contemporary Society	3.00
OR			
SOCI	2115	Family Violence	3.00
CHDV	2500	Professional Leadership	3.00
CHDV	2545	Curriculum Planning	3.00
CHDV	2600	Practicum 2	3.00
Child Development Elective			6.00
Gen. Ed. MnTC			12.00
Total credits: 60.00			

First Semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

continued on next page

Child Development Diploma

Credits: 30

Core Courses

(Listed below are required courses students should take during their first semester in this program.)

Course	*#*	*Course Name*	*Credits*
EDUC	1000	Introduction to Careers with Children and Youth	1.00
EDUC	1215	Growth and Development of Children and Youth	3.00
CHDV	1220	Child Safety, Health and Nutrition	3.00
EDUC	1235	Guiding Behaviors of Children and Youth	3.00
CHDV	1240	Caregiving and Teaching Strategies	3.00
EDUC	1500	Introduction to Urban Education and Urban Learners	3.00

Advanced Courses

(Listed below are additional courses required for your completion of this program.)

Course	*#*	*Course Name*	*Credits*
CHDV	1505	Child, Family and Community Relations	3.00
CHDV	1545	Learning Experiences	3.00
CHDV	1600	Practicum 1	2.00
ENGL	1110	College English 1	3.00
Child Development Elective			3.00

First Semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

Child Development Certificate

Credits: 16

Course	*#*	*Course Name*	*Credits*
EDUC	1000	Introduction to Careers with Children and Youth	1.00
EDUC	1215	Growth and Development of Children and Youth	3.00
EDUC	1235	Guiding the Behavior of Children and Youth	3.00
EDUC	1500	Introduction to Urban Education and Urban Learners	3.00
CHDV	1220	Child Safety, Health and Nutrition	3.00
CHDV	1240	Caregiving and Teaching Strategies	3.00

Total credits: 16.00

Cinema: Cinema Production

- Certificate—30 credits

What You Will Learn

MCTC's Cinema Production Certificate integrates the language and aesthetics of cinema with film and digital video technology to support you in becoming a filmmaker. The intensive one-year core curriculum, required of all Cinema Division production students, is a hands-on introduction to the moviemaking process. Students develop professional skills in writing, camera operation, sound recording, and editing by working on numerous individual and group productions. After obtaining a Cinema Production certificate, students become eligible to pursue one of four specializations— Cinematography, Directing and Producing, Editing and Post-production, or Screenwriting, —and earn an A.S. at the end of the second year. MCTC's Cinema Division fuses cutting-edge technology and affordable professional training with an outstanding liberal arts education to help you become—above all—a compelling visual storyteller.

MCTC has an articulation agreement with Metropolitan State University.

Note:
*Students seeking to reenroll in coursework they have successfully completed must have the permission of the instructor.

*Cinema Production courses are **not** available for auditing.

How You Apply

To apply to this program, you must complete two applications:

1) An **MCTC Application** (downloadable from *www.minneapolis.edu*)

2) A **Cinema Division Application** (downloadable from the Cinema Division website)

Initial course enrollment is determined by a waiting list intended to allow equitable admission according to specific criteria.

Please see Admissions for details and a projected open seat date for the initial course.

New students are accepted into this program for **fall semester only.**

Courses in this program require achievement of the following academic skill levels:

- **Reading**: To enroll in these program courses, students must have successfully completed READ 0200 or ESOL 0052 or be declared ready to enroll in READ 1300 on the basis of their reading placement test score.
- **Writing**: To enroll in these program courses, students must have successfully completed ENGL 0900 or ESOL 0051 or be declared ready to enroll in ENGL 1110 on the basis of their writing placement test score.
- **Math**: To enroll in these program courses, students must have successfully completed MATH 0060 or be declared ready to enroll in MATH 0070 on the basis of their math placement test score. In addition, students must demonstrate computer literacy skills by passing the College's computer literacy exam or successfully completing one of the following courses: COML 1000, COML 1100, BTEC 1010, ITEC 1100 or CSCI 1100.

Cinema Production Certificate

Credits: 30

Listed below are the courses required in the Cinema Production Certificate:

First Semester Cinema Production Curriculum

Course	*#*	*Course Name*	*Credits*
CIPR	1101	Cinema Production I	3.00
CIST	1101	Cinema History I	3.00
SCRN	1101	Introduction to Cinematic Storytelling	3.00
ENGL	1110	College English 1	3.00
Recommended General Education Courses (see below)			3.00

Second Semester Cinema Production Curriculum

Course	*#*	*Course Name*	*Credits*
CIPR	1102	Cinema Production II	3.00
CIST	1102	Cinema History II	3.00
SCRN	1102	Writing the Short Fiction Screenplay	3.00
CIPR	1103	Sound for Image	3.00
ENGL	1111	College English II	3.00
Total credits 30.00			

General Education Courses (3 credits)

To earn the Cinema Production Certificate, students are required to successfully complete **3 credits** of general education in MnTC Goal Area 1.

Note: ENGL 1110 satisfies goal area 1.

continued on next page

Recommended General Education Courses

Listed below are the General Education courses from which you can choose:

Course	*#*	*Course Name*	*Credits*
JOUR	1000	Introduction to Mass Communication (MnTC 9)	3.00
ARTS	1110	Introduction to Arts (MnTC 6,8)	3.00
SPCH	1011	Group Process and Discussions (MnTC 1)	3.00
SPCH	1012	Intercultural Communication (MnTC 1, 7)	3.00
PHIL	1110	Critical Thinking (MnTC 6)	3.00
PSCI	1104	World Politics (MnTC 5,8)	3.00
PSCI	1137	Environment, Politics and Society (MnTC 5, 10)	3.00
INFS	2600	Ideas, Censorship and Politics (MnTC 5, 8)	3.00
ACES	1152	Popular Culture in 20th Century America (MnTC 6, 7)	3.00
THTR	1104	Introduction to Acting (MnTC 6)	3.00

Cinema: Cinema Studies

* Certificate—24 credits

What You Will Learn

The Cinema Studies Program at MCTC covers narrative, documentary, and experimental cinema. The courses explore cinema from all over the world and across time periods. Through these genres, students will explore three areas of film study: film art and analysis of film images; film history and its social contexts; and an overview of the major theoretical and critical approaches to the study of film, including concepts of genre, auteur, psychoanalysis and technology.

MCTC has an articulation agreement with Metropolitan State University.

Cinema Studies courses are not available for auditing.

How You Apply

To apply to this program, students must complete an MCTC Application. New students are accepted into this program for fall and spring semesters.

Courses in this program require achievement of the following academic skill levels:

- **Reading:** To enroll in these program courses, students must have successfully completed READ 0200 or ESOL 0052 or be declared ready to enroll in READ 1300 on the basis of their reading placement test scores.
- **Writing:** To enroll in these program courses, students must have successfully completed ENGL 0900 or ESOL 0051 or be declared ready to enroll in ENGL 1110 on the basis of their writing placement test scores.
- **Math:** To enroll in these program courses, students must have successfully completed MATH 0060 or be declared ready to enroll in MATH 0070 on the basis of thier math placement test scores. In addition, students must demonstrate computer literacy skills by passing the College's computer literacy exam or successfully completing one of the following courses: COML 1000, COML 1100, BTEC 1010, ITEC 1100 or CSCI 1100.

Cinema Studies Certificate

Credits: 24

Listed below are the courses required in the Cinema Production Certificate:

Course	*#*	*Course Name*	*Credits*
CIST	1101	Cinema History 1	3.00
CIST	1102	Cinema History 2	3.00
CIST	1103	World Cinema	3.00
CIST	1104	Documentary History	3.00
CIST	1105	Topics in Cinema History	3.00
ENGL	1110	Required General Education Elective	3.00
ENGL	1111	Required General Education Elective	3.00
Recommended General Education Courses (see below)			3.00
Total credits 24.00			

General Education Courses (3 credits)

To earn the Cinema Studies Certificate, students are required to successfully complete **3** credits of general education in MnTC Goal Area 1.

Note: ENGL 1110 satisfies Goal Area 1.

Recommended General Education Courses

Course	*#*	*Course Name*	*Credits*
JOUR	1000	Introduction to Mass Communication (MnTC 9)	3.00
ARTS	1110	Introduction to Arts (MnTC 6,8)	3.00
SPCH	1011	Group Process and Discussions (MnTC 1)	3.00
SPCH	1012	Intercultural Communication (MnTC 1, 7)	3.00
PHIL	1110	Critical Thinking (MnTC 6)	3.00
PSCI	1104	World Politics (MnTC 5,8)	3.00
PSCI	1137	Environment, Politics and Society (MnTC 5, 10)	3.00
INFS	2600	Ideas, Censorship and Politics (MnTC 5, 8)	3.00
ACES	1152	Popular Culture in 20th Century America (MnTC 6, 7)	3.00
THTR	1104	Introduction to Acting (MnTC 6)	3.00

Cinema: Cinematography

- A.S. Degree—64 credits

** Pending MnSCU approval*

What You Will Learn

The Cinematography Program at MCTC is open to second-year Cinema Division students who have completed the Cinema Production Certificate courses. This program will train you in the art and craft of Cinematography using a combination of aesthetic, technical and theoretical approaches, specializing in the photography of motion pictures. You will use both film and electronic media to record images while developing solid skills in camera operation, dramatic lighting, and previsualization. Cinematography students will establish strong collaborations with Directing students, as well as with the other programs in the division. Program faculty are committed to following emerging technologies and will incorporate such technologies whenever possible.

MCTC's Cinematography Program offers the most affordable cinematography education in Minnesota. Courses in this program require a high level of commitment. Your instructors are passionate about what they teach, and they will hold you to professional standards and expectations. The resources and facilities in this innovative program are outstanding and include film as well as electronic production and postproduction equipment.

The Cinema Division's faculty — all active professionals with graduate degrees — will guide you as you learn to express yourself using moving images and sound. You can also take advantage of diverse internship opportunities in the Twin Cities area, one of the largest commercial and industrial markets in the Midwest.

The program is physically demanding since the process of transporting and setting up large equipment requires a substantial amount of heavy lifting. You will also spend considerable time outside the classroom working on productions.

MCTC has an articulation agreement with Metropolitan State University.

NOTE: As they are completing the Cinema Production Certificate during their first year, students should meet with their faculty and their advisor/counselor regarding appropriate sequencing of required coursework and to choose a major concentration for their second year.

Students seeking to reenroll in coursework they have successfully completed must have the permission of the instructor.

Cinematography courses are not available for auditing.

Where You Could Work

- Local and national film and video production houses
- Local and national independent producers
- Independent home video distribution companies
- In-house production departments within retail stores and corporations
- Local and national film studios
- Local and national television, cable stations and networks
- National and local advertising agencies
- As a freelancer

How You Apply

To apply to this program, you must complete **t**wo applications:

1) An MCTC Application (downloadable from *www.minneapolis.edu*)

2) A Cinema Division Application (downloadable from the Cinema Division website)

Initial course enrollment is determined by a waiting list intended to allow equitable admission according to specific criteria.

Please see Admissions for details and a projected open seat date for the initial course.

New students are accepted into this program for fall semester only.

Courses in this program require achievement of the following academic skill levels:

- **Reading**: To enroll in these program courses, students must have successfully completed READ 0200 or ESOL 0052 or be declared ready to enroll in READ 1300 on the basis of their reading placement test scores.
- **Writing**: To enroll in these program courses, students must have successfully completed ENGL 0900 or ESOL 0051 or be declared ready to enroll in ENGL 1110 on the basis of their writing placement test scores.
- **Math**: To enroll in these program courses, students must have successfully completed MATH 0060 or be declared ready to enroll in MATH 0070 on the basis of their math placement test scores. In addition, students must demonstrate computer literacy skills by passing the College's computer literacy exam or successfully completing one of the following courses: COML 1000, COML 1100, BTEC 1010, ITEC 1100 or CSCI 1100.

Cinematography A.S. Degree

Credits: 64

Introductory Courses:

This program requires that you complete a First Year Core Curriculum Cinema Production Certificate before choosing the Cinematography major in the second year.

(Listed below are the courses required in the Cinema Production Certificate.)

First Semester Core Curriculum

Course	#	Course Name	Credits
CIPR	1101	Cinema Production 1	3.00
CIST	1101	Cinema History 1	3.00
SCRN	1101	Introduction to Cinematic Storytelling	3.00
ENGL	1110	College English 1	3.00
Recommended General Education Courses (see below)			3.00

Second Semester Core Curriculum

Course	#	Course Name	Credits
CIPR	1102	Cinema Production II	3.00
CIST	1102	Cinema History II	3.00
SCRN	1102	Writing the Short Fiction Screenplay	3.00
CIPR	1103	Sound for Image	3.00
ENGL	1111	College English II	3.00

Advanced Courses (Second Year)

(Listed below are additional courses required for completion of the Cinematography program.)

Course	#	Course Name	Credits
CINE	2103	Camera and Lighting	4.00
CINE	2104	Cinematography I	4.00
CINE	2105	Cinematography II	4.00
DREC	2106	Documentary Production	4.00
CINE	2107	Internship	3.00
CIST	1103	World Cinema	3.00
CIST	1104	Documentary History	3.00
General Education Courses (see below)			9.00

General Education Courses (30 credits)

To earn the Cinematography A.S. degree, students are required to successfully complete:

30 credits of general education;

18 credits of program-required general education courses, including CIST 1101 and CIST 1102; CIST 1103 and CIST 1104; ENGL 1110 & ENGL 1111; and

12 credits are recommended general education selected from at least six of the MnTC goal areas. As a general rule, a minimum of 3 credits must be completed from goal area 1, and 3 credits from Goal Areas 7, 8, 9 or 10. (See list of recommended courses below)

Note: ENGL 1110 satisfies Goal Area 1. CIST 1101, 1102, 1103 and 1104 satisfy Goal Areas 6, 7 and 8.

Recommended General Education Courses

Course	#	Course Name	Credits
JOUR	1000	Introduction to Mass Communication (MnTC 9)	3.00
ARTS	1110	Introduction to Arts (MnTC 6,8)	3.00
SPCH	1011	Group Process and Discussions (MnTC 1)	3.00
SPCH	1012	Intercultural Communication (MnTC 1, 7)	3.00
PHIL	1110	Critical Thinking (MnTC 6)	3.00
PSCI	1104	World Politics (MnTC 5, 8)	3.00
PSCI	1137	Environment, Politics and Society (MnTC 5, 10)	3.00
INFS	2600	Ideas, Censorship and Politics (MnTC 5, 8)	3.00
ACES	1152	Popular Culture in 20th Century America (MnTC 6, 7)	3.00
THTR	1104	Introduction to Acting (MnTC 6)	3.00

1 lecture (lec) credit = 50 minutes of class time per week
1 lab credit = 100 minutes of class time per week
1 internship (int) = 150 minutes of on-site training time per week

Cinema: Directing and Producing

- A.S. Degree—64 credits

** Pending MnSCU approval*

What you will learn

The Directing Program at MCTC is open to second-year Cinema Division students who have completed the Cinema Production Certificate courses. It has been designed to work in concert with three other programs in the division: Screenwriting, Cinematography and Editing. This program combines a pragmatic immersion in the art, craft, business and discipline of directing with a knowledge of narrative structures and conventions to produce directors who are also compelling storytellers. You, as a directing student, will develop productive collaborations with members of your cast and crew in order to interpret scripts, elicit dramatic performances, determine camera coverage strategies, design the right "look" and emotional tone, and supervise the shape and arrangement of the final work in the cutting room.

MCTC's Directing and Producing Program offers the most affordable movie directing education in Minnesota. Courses in this program require a high level of commitment. Your instructors are passionate about what they teach, and they will hold you to professional standards and expectations. The resources and facilities in this innovative program are outstanding and include film as well as electronic production and postproduction equipment.

The Cinema Division's faculty — all active professionals with graduate degrees — will guide you as you learn to express yourself using moving images and sound. You can also take advantage of diverse internship opportunities in the Twin Cities area, one of the largest commercial and industrial markets in the Midwest.

The program is physically demanding, since the process of transporting and setting up large equipment requires a substantial amount of heavy lifting. You will also spend considerable time outside the classroom working on productions.

MCTC has an articulation agreement with Metropolitan State University.

Note:

- During the first year as students work on earning the Cinema Production Certificate, they should meet with faculty and their advisor/counselor about appropriate sequencing of required coursework and to choose a major concentration for the second year.
- Students seeking to reenroll in coursework they have successfully completed must obtain permission from their instructor.
- Directing and Producing courses are not available for auditing.

Where You Could Work

- Local and national film and video production houses
- With local and national independent producers
- In-house production departments within retail stores and corporations
- Local and national film studios
- Local and national television, cable stations and networks
- Local and national advertising agencies
- As a freelancer

How You Apply

To apply to this program, students must complete two applications:

1) An MCTC Application (downloadable from *www.minneapolis.edu*)

2) A Cinema Division Application (downloadable from the Cinema Division website)

Initial course enrollment is determined by a waiting list intended to allow equitable admission according to specific criteria. Please contact Admissions for details and a projected open seat date for your initial course.

New students are accepted into this program in the fall semester only.

Courses in this program require achievement of the following academic skill levels:

- **Reading**: To enroll in these program courses, students must have successfully completed READ 0200 or ESOL 0052 or be declared ready to enroll in READ 1300 on the basis of their reading placement test scores.

- **Writing**: To enroll in these program courses, students must have successfully completed ENGL 0900 or ESOL 0051 or be declared ready to enroll in ENGL 1110 on the basis of their writing placement test scores.
- **Math**: To enroll in these program courses, students must have successfully completed MATH 0060 or be declared ready to enroll in MATH 0070 on the basis of their math placement test score.

In addition, students must demonstrate computer literacy skills by passing the College's computer literacy exam or successfully completing one of the following courses: COML 1000, COML 1100, BTEC 1010, ITEC 1100 or CSCI 1100.

Directing and Producing A.S Degree

Credits: 64

Introductory Courses

This program requires students to complete a first-year core curriculum culminating in the Cinema Production Certificate, before choosing the Directing major in the second year.

Listed below are the courses required for the Cinema Production Certificate:

First Semester Core Curriculum

Course	*#*	*Course Name*	*Credits*
CIPR	1101	Cinema Production 1	3.00
SCRN	1101	Introduction to Cinematic Storytelling	3.00
CIST	1101	Cinema History 1	3.00
ENGL	1110	College English 1	3.00
Recommended General Education Courses (see list at right)			3.00

Second Semester Core Curriculum

Course	*#*	*Course Name*	*Credits*
CIPR	1102	Cinema Production 2	3.00
SCRN	1102	Writing the Short Fiction Screenplay	3.00
CIPR	1103	Sound for Image	3.00
CIST	1102	Cinema History 2	3.00
ENGL	1111	College English 2	3.00

Advanced Courses

Listed below are second-year additional courses required for completion of this program:

Course	*#*	*Course Name*	*Credits*
DREC	2103	Producing Independent Cinema	4.00
DREC	2104	Directing 1	4.00
DREC	2105	Directing 2	4.00
DREC	2106	Documentary Production	4.00
DREC	2107	Internship	3.00
CIST	1103	World Cinema	3.00
CIST	1104	Documentary History	3.00
General Education Courses (see list below)			9.00

General Education Courses (30 credits)

To earn the Directing and Producing A.S. degree, students are required to successfully complete 30 credits of general education as follows:

18 credits of program-required general education courses: CIST 1101 and CIST 1102; CIST 1103 and CIST 1104; ENGL 1110 & ENGL 1111.

12 credits of recommended general education selected from at least six of the MnTC Goal Areas. As a general rule, a minimum of 3 credits must be completed from Goal Area 1, and 3 credits from Goal Areas 7, 8, 9 or 10. (See list of recommended courses below)

Note: ENGL 1110 satisfies Goal Area 1. CIST 1101, 1102, 1103 and 1104 satisfy Goal Areas 6, 7 and 8.

Recommended General Education Courses

Course	*#*	*Course Name*	*Credits*
JOUR	1000	Introduction to Mass Communication (MnTC 9)	3.00
ARTS	1110	Introduction to Arts (MnTC 6,8)	3.00
SPCH	1011	Group Process and Discussions (MnTC 1)	3.00
SPCH	1012	Intercultural Communication (MnTC 1, 7)	3.00
PHIL	1110	Critical Thinking (MnTC 6)	3.00
PSCI	1104	World Politics (MnTC 5, 8)	3.00
PSCI	1137	Environment, Politics and Society (MnTC 5, 10)	3.00
INFS	2600	Ideas, Censorship and Politics (MnTC 5, 8)	3.00
ACES	1152	Popular Culture in 20th Century America (MnTC 6, 7)	3.00
THTR	1104	Introduction to Acting (MnTC 6)	3.00

1 lecture (lec) credit = 50 minutes of class time per week
1 lab credit = 100 minutes of class time per week
1 internship (int) = 150 minutes of on-site training time per week

Cinema: Editing and Postproduction

- A.S. degree—64 credits

** Pending MnSCU approval*

What You Will Learn

The Editing and Postproduction Program at MCTC is open to second-year Cinema Division students who have completed the Cinema Production Certificate courses and builds on the first year Cinema Production core curriculum. During that year, you will learn the beginning levels of all aspects of cinema production and the art of collaboration during the production of their projects. After being exposed to these fundamental skills you will have an understanding of where and what your strengths and interests are. This will enable you to choose a specialization.

In the Editing and Post-Production program, you will be introduced to a combination of aesthetic and technical approaches used in the finishing phases of your cinema projects.

Some of the technical skills you will acquire are: acuity on professional picture and sound editing software, DVD authoring and special effects software; knowing the differences between editing on film and video, editing with Chroma Key, 2D and 3D effects/compositing; knowing how to prepare a press kit and the steps to submitting their projects to screening venues (i.e. film festivals, public television).

You will also learn the aesthetic approaches to different types of projects (i.e. documentary, narrative, commercials), through studying a diverse group of master editors. Some of the considerations you will encounter are: editing to advance the story, rhythm and pacing; creating emotional impact with editing; understanding 2- and 3-dimensional space through editing and creating a film editor reel.

MCTC's Editing and Postproduction Program offers the most affordable Postproduction education in Minnesota. Courses in this program require a high level of commitment. Your instructors are passionate about what they teach, and they will hold you to professional standards and expectations. The resources and facilities in this innovative program are outstanding and include film as well as electronic production and post-production equipment.

The Cinema Division's faculty — all working professionals with graduate degrees — will guide you as you learn to express yourself using moving images and sound. You can also take advantage of diverse internship opportunities in the Twin Cities area, one of the largest commercial and industrial markets in the Midwest.

MCTC has an articulation agreement with Metropolitan State University.

NOTE:

- As they are completing the Cinema Production Certificate during their first year, students should meet with their faculty and their advisor/counselor regarding appropriate sequencing of required coursework and to choose a major concentration for their second year.
- Students seeking to reenroll in coursework they have successfully completed must obtain permission from their instructor.
- Editing and Postproduction courses are not available for auditing.

Where You Could Work

- Local and national film and video production houses
- With local and national independent producers
- In-house production departments within retail stores and corporations
- Local and national film studios
- Local and national television, cable stations and networks
- National and local advertising agencies
- As a freelancer

How You Apply

To apply to this program, you must complete two applications:

1) An MCTC Application (downloadable from *www.minneapolis.edu*)

2) A Cinema Division Application (downloadable from the Cinema Division website)

Initial course enrollment is determined by a waiting list intended to allow equitable admission according to specific criteria. Please see Admissions for details and a projected open seat date for your initial course.

New students are accepted into this program for fall semester only.

Courses in this program require achievement of the following academic skill levels:

- **Reading**: To enroll in these program courses, students must have successfully completed READ 0200 or ESOL 0052 or be declared ready to enroll in READ 1300 on the basis of their reading placement test scores.
- **Writing**: To enroll in these program courses, students must have successfully completed ENGL 0900 or ESOL 0051 or be declared ready to enroll in ENGL 1110 on the basis of their writing placement test scores.
- **Math**: To enroll in these program courses, students must have successfully completed MATH 0060 or be declared ready to enroll in MATH 0070 on the basis of their math placement test scores. In addition, students must demonstrate computer literacy skills by passing the College's computer literacy exam or successfully completing one of the following courses: COML 1000, COML 1100, BTEC 1010, ITEC 1100 or CSCI 1100.

Editing and Postproduction A.S. Degree

Credits: 64

This program requires that students complete a first-year core curriculum Cinema Production Certificate, before choosing the Editing and Postproduction major in the second year.

(Listed below are the courses required in the Cinema Production Certificate.)

First Semester Core Curriculum

Course	#	Course Name	Credits
CIPR	1101	Cinema Production 1	3.00
CIST	1101	Cinema History 1	3.00
SCRN	1101	Introduction to Cinematic Storytelling	3.00
ENGL	1110	College English 1	3.00
Recommended General Education Courses (see list below)			3.00

Second Semester Core Curriculum

Course	#	Course Name	Credits
CIPR	1102	Cinema Production 2	3.00
CIST	1102	Cinema History 2	3.00
SCRN	1102	Writing the Short Fiction Screenplay	3.00
CIPR	1103	Sound for Image	3.00
ENGL	1111	College English 2	3.00

Advanced Courses (Second Year)

(Listed below are second-year courses required for completion of the Editing and Postproduction degree.)

Course	#	Course Name	Credits
EDIT	2103	Postproduction	4.00
EDT	2104	Editing 1	4.00
EDIT	2105	Editing 2	4.00
DREC	2106	Documentary Production	4.00
EDIT	2107	Internship	3.00
CIST	1103	World Cinema	3.00
CIST	1104	Documentary History	3.00
Recommended General Education Courses (see below)			9.00

General Education Courses (30 credits)

To earn the Editing and Postproduction A.S. degree, students are required to successfully complete **30** credits of general education as follows:

18 credits of program-required general education courses: CIST 1101 and CIST 1102; CIST 1103 and CIST 1104; ENGL 1110 and ENGL 1111; and

12 credits of recommended general education selected from at least six of the MnTC Goal Areas. As a general rule, a minimum of 3 credits must be completed from Goal Area 1, and 3 credits from Goal Areas 7, 8, 9 or 10. (See list of recommended courses below.)

Note: ENGL 1110 satisfies Goal Area 1. CIST 1101, 1102, 1103 and 1104 satisfy Goal Areas 6, 7 and 8.

Recommended General Education Courses

Course	#	Course Name	Credits
JOUR	1000	Introduction to Mass Communication (MnTC 9)	3.00
ARTS	1110	Introduction to Arts (MnTC 6,8)	3.00
SPCH	1011	Group Process and Discussions (MnTC 1)	3.00
SPCH	1012	Intercultural Communication (MnTC 1, 7)	3.00
PHIL	1110	Critical Thinking (MnTC 6)	3.00
PSCI	1104	World Politics (MnTC 5,8)	3.00
PSCI	1137	Environment, Politics and Society (MnTC 5, 10)	3.00
INFS	2600	Ideas, Censorship and Politics (MnTC 5, 8)	3.00
ACES	1152	Popular Culture in 20th Century America (MnTC 6, 7)	3.00
THTR	1104	Introduction to Acting (MnTC 6)	3.00

1 lecture (lec) credit = 50 minutes of class time per week
1 lab credit = 100 minutes of class time per week
1 internship (int) = 150 minutes of on-site training time per week

Cinema: Screenwriting

- A.S. Degree—64 credits

What You Will Learn

The Screenwriting Program at MCTC is open to second-year Cinema Division students who have completed the Cinema Production Certificate.

You will learn how to develop, write, rewrite, analyze and "cover" screenplays of all kinds, including those for television, documentaries and advertising. You will master the intricate art of combining powerful images and inspiring dialogue, and grow as an innovative screenwriter while "telling" exciting stories in your unique voice. By the time you complete the Screenwriting degree, you will be ready to address all issues related to dramatic and nonfiction screenwriting, as well as all underlying business and legal aspects.

The program provides an interactive learning environment wherein you will share your ideas and your scripts and get feedback in a workshop setting. You will collaborate with Directing and Producing students in the Cinema Division to get your work produced. You will have the opportunity to meet and work with local writers, producers, guest lecturers from around the country, as well as pitch your finished scripts to professionals from Los Angeles and New York.

MCTC's Screenwriting Program offers the most affordable screenwriting education in Minnesota. Courses in this program require a high level of commitment. Your instructors are passionate about what they teach and they will hold you to professional standards and expectations.

The Cinema Division's faculty — all active professionals with graduate degrees — will guide you as you learn to express yourself using moving images and sound. You can also take advantage of diverse internship opportunities in the Twin Cities area, one of the largest commercial and industrial markets in the Midwest.

MCTC has an articulation agreement with Metropolitan State University.

NOTE:

- During the first year, as students are earning their Cinema Production Certificate, they should meet with their faculty and their advisor/counselor about appropriate sequencing of required coursework and to choose a major concentration for their second year.
- Students seeking to reenroll in coursework they have successfully completed must obtain permission from their instructor.
- Screenwriting courses are not available for auditing.

Where You Could Work

- Local and national film and video production houses
- Local and national independent producers
- Independent home video distribution companies
- In-house production departments within retail stores and corporations
- Local and national film studios
- Local and national television, cable stations and networks
- National and local advertising agencies
- Freelancing

How You Apply

To apply to this program, students must complete two applications:

1) An MCTC Application (downloadable from *www.minneapolis.edu*)

2) A Cinema Division Application (downloadable from the Cinema Division website.)

Initial course enrollment is determined by a waiting list intended to allow equitable admission according to specific criteria. Please see Admissions for details and a projected open seat date for your initial course.

New students are accepted into this program for fall semester only.

Courses in this program require achievement of the following academic skill levels:

- **Reading**: To enroll in these program courses, students must have successfully completed READ 0200 or ESOL 0052 or be declared ready to enroll in READ 1300 on the basis of their reading placement test scores.
- **Writing**: To enroll in these program courses, students must have successfully completed ENGL 0900 or ESOL 0051 or be declared ready to enroll in ENGL 1110 on the basis of their writing placement test scores.

- **Math**: To enroll in these program courses, students must have successfully completed MATH 0060 or be declared ready to enroll in MATH 0070 on the basis of their math placement test scores. In addition, students must demonstrate computer literacy skills by passing the College's computer literacy exam or successfully completing one of the following courses: COML 1000, COML 1100, BTEC 1010, ITEC 1100 or CSCI 1100.

Screenwriting A.S. Degree

Credits: 64

This program requires that you complete a first-year core curriculum Cinema Production Certificate, before choosing the Screenwriting major in the second year.

(Listed below are the courses required in the Cinema Production Certificate.)

First Semester Core Curriculum

Course	*#*	*Course Name*	*Credits*
CIPR	1101	Cinema Production 1	3.00
CIST	1101	Cinema History 1	3.00
SCRN	1101	Introduction to Cinematic Storytelling	3.00
ENGL	1110	College English 1	3.00
Recommended General Education Courses (see list below)			3.00

Second Semester Core Curriculum

Course	*#*	*Course Name*	*Credits*
CIPR	1102	Cinema Production 2	3.00
CIST	1102	Cinema History 2	3.00
SCRN	1102	Writing the Short Fiction Screenplay	3.00
CIPR	1103	Sound for Image	3.00
ENGL	1111	College English 2	3.00

Advanced Courses (Second Year)

(Listed below are second-year courses required for your completion of the Screenwriting degree.)

Course	*#*	*Course Name*	*Credits*
SCRN	2103	Script Analysis and Structure	4.00
SCRN	2104	Writing the Nonfiction Scripts	4.00
SCRN	2105	Writing the Feature-Length Scripts	4.00
SCRN	2106	Screenwriting Practicum	4.00
SCRN	2107	Internship Lab	3.00
CIST	1103	World Cinema	3.00
CIST	1104	Documentary History	3.00
General Education Courses (see below)			9.00

General Education Courses (30 credits)

To earn the Screenwriting A.S. degree, students are required to successfully complete **30** credits of general education as follows:

- **18** credits of program-required general education courses, including CIST 1101 and CIST 1102; CIST 1103 and CIST 1104; ENGL 1110 & ENGL 1111;
- **12** credits of recommended general education selected from at least six of the MnTC Goal Areas. As a general rule, a minimum of 3 credits must be completed from Goal Area 1, and 3 credits from Goal Areas 7, 8, 9 or 10. (See list of recommended courses below.)

Note: ENGL 1110 satisfies Goal Area 1. CIST 1101, 1102, 1103 and 1104 satisfy Goal Areas 6, 7 and 8.

Recommended General Education Courses

Course	*#*	*Course Name*	*Credits*
JOUR	1000	Introduction to Mass Communication (MnTC 9)	3.00
ARTS	1110	Introduction to Arts (MnTC 6, 8)	3.00
SPCH	1011	Group Process and Discussions (MnTC 1)	3.00
SPCH	1012	Intercultural Communication (MnTC 1, 7)	3.00
PHIL	1110	Critical Thinking (MnTC 6)	3.00
PSCI	1104	World Politics (MnTC 5, 8)	3.00
PSCI	1137	Environment, Politics and Society (MnTC 5, 10)	3.00
INFS	2600	Ideas, Censorship and Politics (MnTC 5, 8)	3.00
ACES	1152	Popular Culture in 20th Century America (MnTC 6, 7)	3.00
THTR	1104	Introduction to Acting (MnTC 6)	3.00

continued on next page

Screenwriting A.S. Degree

Credits: 62

Note that this award will no longer be offered after Spring 2009. See Cinema programs for new curriculum.

Introductory Courses

(Listed below are required courses we suggest students complete during your first semester in this program.)

Course	*#*	*Course Name*	*Credits*
ENGL	1110	College English 1	3.00
FILM	1150	Introduction to Film and Video	3.00
FILM	1310	Film History 1	3.00
SCRN	1510	Introduction to Screenwriting	3.00
General Education Courses (see below)			7.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	*#*	*Course Name*	*Credits*
ENGL	1111	College English 2	3.00
FILM	1320	Film History 2	3.00
FILM	2350	Documentary and Experimental Film and Video	2.00
FILM	2800	Production Management for Media Artists	3.00
SCRN	1520	Short Narrative Script	4.00
SCRN	2530	Script Analysis and Structure	4.00
SCRN	2540	Writing the Non-Narrative Forms	4.00
SCRN	2550	Writing the Narrative Feature	4.00
SCRN	2560	Screenwriting Practicum	2.00
SCRN	2570	Internship Lab	3.00
THTR	1104	Introduction to Acting 1	3.00
General Education Courses (see below)			20.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (30 credits)

To complete the Screenwriting A.S. degree, students are required to successfully complete 15 credits of general education coursework in addition to required general education courses in the program: FILM 1310 and FILM 1320; ENGL 1110 and ENGL 1111; THTR 1104. This coursework must be selected from at least six of the MnTC goal areas. A minimum of 3 credits must be completed from Goal Area 1 and 3 credits from Goal Areas 7, 8, 9 or 10. ENGL 1110 satisfies Goal Area 1.

Community Health Worker

- Community Health Worker Certificate—11 credits
- Community Health Worker Enhanced Role—17 credits

What You Will Learn

MCTC's Community Health Worker program will prepare you to obtain employment in a variety of organizations. As a Community Health Worker, you will perform a broad range of health-related functions and play an important role in bridging the gap between cultures and healthcare systems. They work with healthcare organizations to increase cultural competence, improve access to health care for racial and ethnic minorities, improve the quality of care for the chronically ill, promote healthy communities, and educate families about access to and use of healthcare coverage. You will learn the six basic core competencies appropriate to job placement.

The 11-credit certificate curriculum will provide a blend of classroom and field-based learning to create synergies that lead to an effective training environment for new learners interested in becoming Community Health Workers (CHW). As a CHW, you will understand and can act as a culture broker between your own community and systems of care. You will perform basic health advising and health promotion and link community members to health and social service systems.

The 17-credit Enhanced Role Certificate is designed for students without any previous health care background who want to be cross-trained in the role of Nursing Assistants. It adds to the basic 11-credit CHW certificate a six-credit block of Healthcare Core Curriculum (HCCC) which prepares the student for basic care skills and an understanding of the health care system. Students who complete this enhanced CHW certificate are eligible for the State of Minnesota Nursing Assistant Registry in addition to the role of Community Health Worker. Because this program requires internship in a hospital setting, you must pass a background check and provide proof of immunity status prior to placement in the healthcare setting.

Where You Could Work

- Federal, state, county, or local health departments
- Human services agencies and organizations
- Private and/or nonprofit clinics

Students are accepted into this program for fall and spring terms.

Courses in this program require achievement of the following academic skill levels:

- **Reading:** To enroll in these program courses, students must have successfully completed READ 0100 or be declared ready to enroll in READ 0200 or ESOL 0052 on the basis of their reading placement test scores.

Community Health Worker Certificate

Credits: 11

Course #	*Course Name*	*Credits*
CMHW 1000	The Community Health Worker: Role, Advocacy and Outreach	3.00
CMHW 1015	Organization and Resources: Community and Personal Strategies	2.00
CMHW 1025	Teaching and Capacity Building	2.00
CMHW 1035	The Community Health Worker: Legal and Ethical Responsibilities	1.00
CMHW 1045	Community Health Worker Coordination, Documentation and Reporting	1.00
CMHW 1055	Communication Skills and Cultural Competence	2.00

Community Health Worker Enhanced Role Certificate

Credits: 17

Course #	*Course Name*	*Credits*
HCCC 1010	Behaviors for Success in Health Careers	0.50
HCCC 1020	Communication in Healthcare	1.00
HCCC 1030	Awareness and Sensitivity to Client Needs.	0.50
HCCC 1040	Respecting Client and Staff Diversity	0.50
HCCC 1050	Healthcare Safety and Standard Precautions	0.50
HCCC 1060	Legal Issues in Health Care	0.50
HCCC 1070	Ethics	0.50
HCCC 1080	Nursing Assistant Skill Set	2.00
CMHW 1000	The Community Health Worker: Role, Advocacy and Outreach	3.00
CMHW 1015	Organization and Resources: Community and Personal Strategies	2.00
CMHW 1025	Teaching and Capacity Building	2.00
CMHW 1035	The Community Health Worker: Legal and Ethical Responsibilities	1.00
CMHW 1045	Community Health Worker Coordination, Documentation and Reporting	1.00
CMHW 1055	Communication Skills and Cultural Competence	2.00

Computer Forensics

- Computer Forensics A.A.S. Degree—64 credits

What You Will Learn

MCTC's Information Technology program has three A.A.S. awards: Computer Forensics, Computer Support and Network Administration, and Software Development, as well as a number of diplomas and certificates.

MCTC's Computer Forensics A.A.S. is a unique degree program that combines knowledge and skills of a number of areas including information technology, information security, computer forensics, criminal justice, law, investigation and ethics. Computer forensics professionals are primarily employed by governmental and legal agencies that specialize in cybercrime investigations. Instructors with business and industry experience lead classes and cover the various program areas.

In addition, you will have the chance to work in groups with other class members to learn valuable teamwork and communication skills that reflect the real-world soft-skill requirements. You'll also have the opportunity to participate in various student club activities, technology competitions and industry events.

As a student, you will also have the opportunity to participate in valuable learning activities such as internships, student-learning experiences and the Information Technology Club. Upon completion of the program, you will have gained strong technical problem-solving, interpersonal and communication skills that will be useful as you enter the workforce.

MCTC has articulation agreements with Metropolitan State University, Minnesota State University—Moorehead, St. Mary's University and St. Scholastica for students who wish to pursue a four-year degree.

Where You Could Work

- Help desk centers
- Technical support
- Information technology departments in government and industry
- Network administration
- Internet service providers
- IT consulting firms
- Training centers
- Technology vendors

Computer Forensics A.A.S Degree

Credits: 64

Area 1: ITEC Core (14 credits)

Course	*#*	*Course Name*	*Credits*
ITEC	1100	Information Technology Concepts	2.00
ITEC	1110	Information Technology Skills	2.00
ITEC	1150	Programming Logic and Design	3.00
ITEC	1250	Microsoft Windows Operating Systems	3.00
ITEC	1425	Data Communications	4.00

Area 2: Criminal Justice/Law Enforcement Core (12 credits)

Course	*#*	*Course Name*	*Credits*
PSCI	1101	American Government	3.00
PSCI	2000	Constitutional Law	3.00
SOCI	2155	Introduction to Criminal Justice	3.00
LAWE	2230	Legal Issues and Law Enforcement	3.00

Area 3: Advanced ITEC/CF Courses (18 credits)

Course	*#*	*Course Name*	*Credits*
ITEC	1310	Microcomputer System Maintenance	4.00
ITEC	2710	Microsoft Network Administration **OR** ITEC 1475 Linux System Administration **OR** ITEC 2880 Cisco Network Administration	4.00
ITEC	2865	Internet/Intranet Security	4.00
ITEC	2855	Computer Forensics	4.00
ITEC	2950	Information Technology Career Preparation	2.00

Area 4: General Education Courses (20 credits—9 required and 11 electives)

Course	*#*	*Course Name*	*Credits*
ENGL	1110	College English 1	3.00
ENGL	1111	College English 2	3.00
SPCH	1000	Fundamentals of Communication	3.00

General Education Electives (A minimum of 3 credits from MnTC Goal Areas 7, 8, 9 or 10) 11.00

*Enrollment in LAWE courses for non-LAWE majors must be approved by Center for Criminal Justice and Law Enforcement (CCJLE) (an MCTC programs location—St. Paul) director. Please call 651-999-7600.

General Education (20 credits):

To complete the Computer Forensics A.A.S. degree, students are required to successfully complete 20 credits of general education coursework. The required courses are ENGL 1110, ENGL 1111, SPCH 1000 and a minimum of 3 credits from Goal Areas 7, 8, 9 or 10. It is strongly recommended that students seeking transfer into Metropolitan State University's B.A.S. in Computer Forensics complete MATH 1110 and MATH 1150. Program prerequisites: ready for ENGL 1110.

Courses in this program required achievement of the following academic skill levels:

- **Reading:** To enroll in these program courses, students must have successfully completed READ 0200 or ESOL 0052 or be declared ready to enroll in READ 1300 on the basis of their reading placement test scores.
- **Writing:** To enroll in these program courses, students must have successfully completed ENGL 0900 or ESOL 0051 or be declared ready to enroll in ENGL 1110 on the basis of their writing placement test scores.
- **Math:** To enroll in these program courses, students must have successfully completed MATH 0070 or be declared ready to enroll in MATH 0080 on the basis of their math placement test scores.

Computer Science

- Transfer courses—28 credits

What You Will Learn

Minneapolis Community and Technical College's Computer Science curriculum serves students in three ways:

Elective Credits for the Associate in Arts Degree
If you are seeking an A.A. degree, classes are available to fulfill elective credits and provide additional skills for careers in both computer and business fields.

Transfer Courses
If you are planning to seek a four-year college degree in computer science, engineering, natural sciences or social sciences, the computer programming classes meet the needs of most transfer students who must have introductory programming courses for their majors.

Computer Literacy
Both CSCI 1100: Introduction to Computers and CSCI 1200: Computer Application in Home and Business fulfill the computer literacy requirement for the A.A. degree.

Transfer Courses

Credits: 28

Course	*#*	*Course Name*	*Credits*
CSCI	1100	Introduction to Computers	3.00
CSCI	1200	Computer Applications in Home and Business	3.00
CSCI	1500	Introduction to Programming and Problem Solving	3.00
CSCI	1700	Introduction to Computer Programming in Java	3.00
CSCI	1730	Introduction to Object-Oriented Programming With C++	4.00
CSCI	1901	Structure of Computer Programming 1	4.00
CSCI	1902	Structure of Computer Programming 2	4.00
CSCI	2011	Discrete Mathematics	4.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to work closely with a counselor or advisor to plan an appropriate program for transfer.

Computer Software Development

- A.A.S. Degree—64 credits
- Softward Developer Diploma—54 credits
- Game Developer Diploma—29 credits
- JAVA Developer Certificate—29 credits
- Visual BASIC .NET Developer Certificate—29 credits
- Visual C# Developer Certificate—29 credits
- Web Developer Certificate—29 credits
- Database Specialist Certificate—29 credits
- Open Source Developer Certificate—26 credits

Software Development A.A.S. Degree

Credits: 64

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	*#*	*Course Name*	*Credits*
ITEC	1100	Information Technology Concepts	2.00
ITEC	1110	Information Technology Skills	2.00
ITEC	1150	Programming Logic and Design	3.00
ITEC	1250	Microsoft Windows Operating Systems	3.00
ITEC	1425	Data Communications	4.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	*#*	*Course Name*	*Credits*
ITEC	1375	Database Design and Implementation	4.00
*ITEC	2425	Infotech Project Management	4.00
OR			
*ITEC	2775	Systems Analysis and Design	4.00
ITEC	2950	Information Technology Career Preparation	2.00

Choose two sets of languages for a total of 16 credits:

ITEC	1750	Visual BASIC .Net/1	4.00
ITEC	2450	Visual BASIC .Net/2	4.00
ITEC	1771	Java /1	4.00
ITEC	2541	Java /2	4.00
ITEC	1700	Visual C# .NET/1	4.00
ITEC	2400	Visual C# .NET/2	4.00
ITEC	1555	Web Programming	4.00
ITEC	2555	Web Client/Server Programming	4.00

Advanced credits

General Education Credits (see below)	16.00
Electives Block Credits (see below)	8.00

*Take one of the following: ITEC 2425 **OR** ITEC 2775.

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

Elective Courses (8 credits)

Course	*#*	*Course Name*	*Credits*
ITEC	1460	SQL Server Database Design and Implementation	4.00
ITEC	1475	Linux System Administration	4.00
ITEC	1585	E-Commerce Development and Implementation	4.00
ITEC	2075	Application Support and Resource Utilization	4.00
ITEC	2245	Computer Gaming Design and Development	4.00
ITEC	2855	Computer Forensic	4.00
ITEC	2900	Information Technology Internship	2.00

General Education Courses (16 credits)

To complete the Computer Support and Network Administration A.A.S. degree, students are required to successfully complete 16 credits of general education coursework. The coursework must be selected from at least three of the MnTC goal areas. A minimum of 3 credits must be completed from Goal Area 1; and 3 credits from Goal Areas 7, 8, 9 or 10. Specific courses that are required are ENGL 1110, ENGL 1111, and SPCH 1000. MATH 1110, MATH 1150 or MATH 1160 is recommended.

Courses in this program require achievement of the following academic skill levels:

- **Reading:** To enroll in these program courses, students must have successfully completed READ 0200 or ESOL 0052 or be declared ready to enroll in READ 1300 on the basis of their reading placement test scores.
- **Math:** To enroll in these program courses, students must have successfully completed MATH 0070 or be declared ready to enroll in MATH 0080 on the basis of their math assessment test score.

continued on next page

Software Developer Diploma

Credits: 54

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	#	Course Name	Credits
ITEC	1100	Information Technology Concepts	2.00
ITEC	1110	Information Technology Skills	2.00
ITEC	1150	Programming Logic and Design.	3.00
ITEC	1250	Microsoft Windows Operating Systems.	3.00
ITEC	1425	Data Communications	4.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	#	Course Name	Credits
ITEC	1375	Database Design and Implementation	4.00
*ITEC	2425	Infotech Project Management	4.00
OR			
*ITEC	2775	Systems Analysis and Design	4.00
ITEC	2950	Information Technology Career Preparation	2.00

*Take one of the following: ITEC 2425 **OR** ITEC 2775.

Choose two sets of languages for a total of 16 credits:

ITEC	1750	Visual BASIC .Net/1	4.00
ITEC	2450	Visual BASIC .Net/2	4.00
ITEC	1771	Java/1	4.00
ITEC	2541	Java/2	4.00
ITEC	1700	Visual C# .NET/1	4.00
ITEC	2400	Visual C# .NET/2	4.00
ITEC	1555	Web Programming	4.00
ITEC	2555	Web Client/Server Programming	4.00

Advanced credits

General Education Credits (see below)	6.00
Electives Block Credits (see below)	8.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

Elective Courses (8 credits)

Course	#	Course Name	Credits
ITEC	1460	SQL Server Database Design and Implementation	4.00
ITEC	1475	Linux System Administration	4.00
ITEC	1585	E-Commerce Development and Implementation	4.00
ITEC	2075	Application Support and Resource Utilization	4.00
ITEC	2245	Computer Gaming Design and Development.	4.00
ITEC	2900	Information Technology Internship	2.00

General Education Courses (6 credits)

To complete the Software Developer Diploma, students are required to successfully complete 6 credits of general education coursework. The specific courses that are required are ENGL 1110 and SPCH 1000.

Game Developer Certificate

Credits: 29

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	#	Course Name	Credits
ITEC	1100	Information Technology Concepts	2.00
ITEC	1110	Information Technology Skills	2.00
ITEC	1150	Programming Logic and Design.	3.00
ITEC	1250	Microsoft Windows Operating Systems.	3.00

Advanced Courses

(Listed below are additional courses required for their completion of this program.)

Course	#	Course Name	Credits
ITEC	1375	Database Design and Implementation	4.00
ITEC	1770	Visual C#.NET/1	4.00
ITEC	2245	Computer Gaming Design and Development.	4.00
ITEC	2400	Visual C#.Net/2	4.00
General Education Courses (see below)			3.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (3 credits)

To complete the Game Developer certificate, students are required to successfully complete 3 credits of general education coursework from MnTC Goal Area 1.

JAVA Developer Certificate

Credits: 29

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	*#*	*Course Name*	*Credits*
ITEC	1100	Information Technology Concepts	2.00
ITEC	1110	Information Technology Skills	2.00
ITEC	1150	Programming Logic and Design.	3.00
ITEC	1250	Microsoft Windows Operating Systems.	3.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	*#*	*Course Name*	*Credits*
ITEC	1375	Database Design and Implementation	4.00
ITEC	1771	Java/1	4.00
ITEC	2541	Java/2	4.00
*ITEC	2425	Infotech Project Management	4.00
OR			
*ITEC	2775	Systems Analysis and Design	4.00
General Education Courses (see below)			3.00

*Take one of the following: ITEC 2425 **OR** ITEC 2775.

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

To complete the Java Developer Certificate, students are required to successfully complete 3 credits of general education coursework from MnTC Goal Area 1.

Visual BASIC .NET Developer Certificate

Credits: 29

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	*#*	*Course Name*	*Credits*
ITEC	1100	Information Technology Concepts	2.00
ITEC	1110	Information Technology Skills	2.00
ITEC	1150	Programming Logic and Design.	3.00
ITEC	1250	Microsoft Windows Operating Systems.	3.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	*#*	*Course Name*	*Credits*
ITEC	1375	Database Design and Implementation	4.00
ITEC	1750	Visual BASIC .Net/1	4.00
ITEC	2450	Visual BASIC .Net/2	4.00
*ITEC	2425	Infotech Project Management	4.00
OR			
*ITEC	2775	Systems Analysis and Design	4.00
General Education Courses (see below)			3.00

*Take one of the following: ITEC 2425 **OR** ITEC 2775.

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (3 credits)

To complete the Visual BASIC .Net Developer certificate, students are required to successfully complete 3 credits of general education coursework from MnTC Goal Area 1.

Visual C# Developer Certificate

Credits: 29

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	*#*	*Course Name*	*Credits*
ITEC	1100	Information Technology Concepts	2.00
ITEC	1110	Information Technology Skills	2.00
ITEC	1150	Programming Logic and Design.	3.00
ITEC	1250	Microsoft Windows Operating Systems.	3.00

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Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	#	Course Name	Credits
ITEC	1375	Database Design and Implementation	4.00
ITEC	1770	Visual C#.NET/1	4.00
ITEC	2400	Visual C#.Net/2	4.00
*ITEC	2425	Infotech Project Management	4.00
OR			
*ITEC	2775	Systems Analysis and Design	4.00
General Education Courses (see below)			3.00

*Take one of the following: ITEC 2425 **OR** ITEC 2775.

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (3 credits)

To complete the Visual C# Developer certificate, students are required to successfully complete 3 credits of general education coursework from MnTC Goal Area 1.

Web Developer Certificate

Credits: 29

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program)

Course	#	Course Name	Credits
ITEC	1100	Information Technology Concepts	2.00
ITEC	1110	Information Technology Skills	2.00
ITEC	1150	Programming Logic and Design.	3.00
ITEC	1250	Microsoft Windows Operating Systems.	3.00

Advanced Courses

(Listed below are additional courses required for your completion of this program.)

Course	#	Course Name	Credits
ITEC	1375	Database Design and Implementation	4.00
ITEC	1555	Web Programming	4.00
ITEC	2555	Web Client/ Server Programming	4.00
*ITEC	2425	Infotech Project Management	4.00
OR			
*ITEC	2775	Systems Analysis and Design	4.00
General Education Courses (see below)			3.00

*Take one of the following: ITEC 2425 **OR** ITEC 2775.

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (3 credits)

To complete the Web Developer certificate, students are required to successfully complete 3 credits of general education coursework from MnTC Goal Area 1.

Database Specialist Certificate

Credits: 29

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	#	Course Name	Credits
ITEC	1100	Information Technology Concepts	2.00
ITEC	1110	Information Technology Skills	2.00
ITEC	1150	Programming Logic and Design.	3.00
ITEC	1250	Microsoft Windows Operating Systems.	3.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	#	Course Name	Credits
ITEC	1375	Database Design and Implementation	4.00
ITEC	1460	SQL Server Database Design and Implementation	4.00
ITEC	1770	Visual C#.Net/1 or Java/1 or VB/1.net (sets of 2)	4.00
ITEC	2400	Visual C#.Net/2 or Java/2 or VB/2.net (sets of 2)	4.00
General Education Courses (see below)			3.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (3 credits)

To complete the Database Specialist certificate, students are required to successfully complete 3 credits of general education coursework from MnTC Goal Area 1.

Open Source Developer Certificate

Credits: 26

First Semester

Course	*#*	*Course Name*	*Credits*
ITEC	1100	Information Technology Concepts	2.00
ITEC	1110	Information Technology Skills	2.00
ITEC	1150	Programming Logic and Design	3.00
ITEC	1475	Linux System Administration	4.00
ENGL	1110	College English 1	3.00

Total semester credits: 14.00

Second Semester

Course	*#*	*Course Name*	*Credits*
ITEC	1771	JAVA Programming Part 1	4.00
ITEC	2541	JAVA Programming Part 2	4.00
ITEC	2855	MySQL Database Design and Implementation	4.00

Total semester credits: 12.00

Please note that the second semester course ITEC 1771 has ITEC 1150 as a prerequisite. Students must complete ITEC 1771 prior to taking ITEC 2541.

Computer Support and Network Administration

- Computer Support and Network Administration A.A.S. Degree—64 credits
- Computer Support and Network Administration Diploma—54 credits
- Information Assurance Professional Diploma—47 credits
- Cisco Network Administrator Certificate—26 credits
- Computer Security Specialist Certificate—26 credits
- Linux Network Administrator Certificate—26 credits
- Microsoft Network Administrator Certificate—26 credits
- Wireless Network Administrator Certificate—26 credits
- Database Administrator Certificate—26 credits

Software Development

- Software Development A.A.S. Degree—64 credits
- Software Developer Diploma—54 credits
- Game Developer Certificate—29 credits
- JAVA Developer Certificate—29 credits
- Visual BASIC .NET Developer Certificate—29 credits
- Visual C# Developer Certificate—25 credits
- Web Developer Certificate—29 credits
- Database Specialist Certificate—29 credits

What You Will Learn

MCTC's Information Technology program has two A.A.S. awards: Computer Support and Network Administration and Software Development, as well as a number of diplomas and certificates.

MCTC's Computer Support and Network Administration degree provides a comprehensive, industry-focused training on network support and Internet technologies. You will learn how to install, configure, and maintain computer hardware, protocols, operating systems, software and Internet-working devices, with special emphasis on developing troubleshooting skills. Instructors with real-world experience lead classes and cover key topics such as network administration, client/server installation and support, Web server management, database implementation, and network security.

In addition, you will have the chance to work in groups with other class members to learn valuable teamwork and communication skills that reflect the real-world soft-skill requirements. You'll also have the opportunity to participate in various student club activities, technology competitions and industry events.

MCTC's Software Development degree will empower you to systematically analyze problems and create software solutions for business, scientific fields and government. You will learn how to create and maintain computer programs using a variety of computer programming languages. You will also study client/server architecture, data communications, data process principles, computer business applications, graphical user interfaces, Web development and e-business/e-commerce concepts.

To prepare programs for implementation, you will learn to design and develop in multiple programming languages. You'll also test and maintain programs to verify proper operation with data and reliability testing, including debugging to correct errors that are encountered. Many of the Information Technology courses are geared toward vendor-based and vendor-neutral industry standard certifications, such as those from Microsoft, Sun and CompTIA.

As a student, you will also have the opportunity to participate in valuable learning activities such as internships, student learning experiences and the Information Technology Club. Upon completion of the program, you will have gained strong problem-solving, interpersonal and communication skills that will be useful as you enter the workforce.

MCTC has an articulation agreement with Metropolitan State University, Minnesota State University—Moorhead, St. Mary's University, and St. Scholastica for students who wish to pursue a four-year degree.

Where You Could Work

- Help desk centers
- Technical support
- Information technology departments in government and industry
- Network administration
- Internet service providers
- IT consulting firms
- Training centers
- Technology vendors
- Software consulting firms
- Application software developers
- Web developers

Students are accepted into this program for fall, spring and summer terms.

Courses in this program require achievement of the following academic skill levels:

- **Reading:** To enroll in these program courses, students must have successfully completed READ 0200 or ESOL 0052 or be declared ready to enroll in READ 1300 on the basis of their reading placement test scores.
- **Math:** To enroll in these program courses, students must have successfully completed MATH 0700 or be declared ready to enroll in MATH 0080 on the basis of their math assessment test scores.

Computer Support and Network Administration A.A.S. Degree

Credits: 64

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	*#*	*Course Name*	*Credits*
ITEC	1100	Information Technology Concepts	2.00
ITEC	1110	Information Technology Skills	2.00
ITEC	1150	Computer Programming Principles	3.00
ITEC	1250	Microsoft Windows Operating Systems	3.00
ITEC	1425	Data Communications	4.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	*#*	*Course Name*	*Credits*
ITEC	1310	Microcomputer System Maintenance	4.00
*ITEC	1475	Linux System Administration	4.00
OR			
*ITEC	2425	Information Technology Project Management	4.00
ITEC	2710	Microsoft Network Administration	4.00
ITEC	2865	Internet/Intranet Security: Implementation and Management	4.00
ITEC	2880	Cisco Network Administration	4.00
ITEC	2910	LAN Implementation and Management	4.00
ITEC	2950	Information Technology Career Preparation	2.00
General Education Courses (see next column)			16.00
Electives (see next column)			8.00

*Take one of the following: ITEC 2425 **OR** ITEC 1475.

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (16 credits)

To complete the Computer Support and Network Administration A.A.S. degree, students are required to successfully complete 16 credits of general education coursework. This coursework must be selected from at least three of the MnTC goal areas. A minimum of 3 credits must be completed from Goal Area 1; and 3 credits from Goal Areas 7, 8, 9 or 10. Specific courses that are required are ENGL 1110, ENGL 1111 and SPCH 1000. MATH 1110, MATH 1150 or MATH 1160 is recommended.

Elective Courses (8 credits)

Course	*#*	*Course Name*	*Credits*
ITEC	1375	Database Design and Implementation	4.00
ITEC	1460	SQL Server Database Design and Implementation	4.00
ITEC	1555	Web Programming	4.00
ITEC	1585	E-Commerce Development and Implementation	4.00
ITEC	1950	Computer Telephony Integration	4.00
ITEC	2075	Application Support and Resource Utilization	4.00
ITEC	2425	Information Technology Project Management	4.00
ITEC	2775	Systems Analysis and Design	4.00
ITEC	2795	Web Server and TCP/IP Implementation	4.00
ITEC	2820	Wireless LAN/WAN Administration	4.00
ITEC	2855	Computer Forensic	4.00
ITEC	2890	Firewall Implementation and Management	4.00
ITEC	2895	Security Implementation and Risk Analysis	4.00
ITEC	2900	Information Technology Internship	2.00–4.00

Computer Support and Network Administration Diploma

Credits: 54

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	*#*	*Course Name*	*Credits*
ITEC	1100	Information Technology Concepts	2.00
ITEC	1110	Information Technology Skills	2.00
ITEC	1150	Computer Programming Principles	3.00
ITEC	1425	Data Communications	4.00
ITEC	1250	Microsoft Windows Operating Systems	3.00

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Advanced Courses

Listed below are additional courses required for completion of this program. First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

Course	*#*	*Course Name*	*Credits*
ITEC	1310	Microcomputer System Maintenance	4.00
ITEC	1475	Linux System Administration	4.00
ITEC	2910	LAN Implementation and Management	4.00
ITEC	2710	Microsoft Network Administration	4.00
ITEC	2865	Internet/Intranet Security: Implementation and Management	4.00
ITEC	2885	Cisco Network Administration	4.00
ITEC	2950	Information Technology Career Preparation	2.00
Electives			8.00
General Education Courses (see below)			6.00

General Education Courses (6 credits)

To complete the Computer Support and Network Administration diploma, students are required to successfully complete 6 credits of general education coursework. A minimum of 3 credits must be completed from Goal Area 1; and 3 credits from Goal Areas 7, 8, 9 or 10.

Elective Courses (8 credits)

Course	*#*	*Course Name*	*Credits*
ITEC	1375	Database Design and Implementation	4.00
ITEC	1460	SQL Server Database Design and Implementation	4.00
ITEC	1475	Linux System Administration	4.00
ITEC	1555	Web Programming	4.00
ITEC	1585	E-Commerce Development and Implementation	4.00
ITEC	1950	Computer Telephony Integration	4.00
ITEC	2075	Application Support and Resource Utilization	4.00
ITEC	2425	Infotech Project Management	4.00
ITEC	2795	Web Server and TCP/IP Implementation	4.00
ITEC	2820	Wireless LAN/WAN Administration	4.00
ITEC	2855	Computer Forensic	4.00
ITEC	2890	Firewall Implementation and Management	4.00
ITEC	2895	Security Implementation and Risk Analysis	4.00
ITEC	2900	Information Technology Internship	2.00–4.00

Information Assurance Professional Diploma

Credits: 47

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	*#*	*Course Name*	*Credits*
ITEC	1100	Information Technology Concepts	2.00
ITEC	1110	Information Technology Skills	2.00
ITEC	1150	Programming Logic and Design	3.00
ITEC	1250	Microsoft Windows Operating Systems	3.00
ITEC	1425	Data Communications	4.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	*#*	*Course Name*	*Credits*
ITEC	1310	Microcomputer System Maintenance	4.00
*ITEC	2710	MS Network Administration	4.00
OR			
*ITEC	1475	Linux Network Administration	4.00
*ITEC	2875	Cisco Network Administration	4.00
OR			
*ITEC	2795	Web Server and TCP/IP Implementation	4.00
OR			
*ITEC	1375	Database Design and Implementation	4.00
OR			
*ITEC	1460	SQL Server Database Design and Implementation	4.00
ITEC	2865	Internet/Intranet Security	4.00
ITEC	2895	Security Implementation and Risk Analysis	4.00
ITEC	2910	LAN Implementation and Management	4.00
General Education Courses (see below)			9.00

*Take one of the following: ITEC 2710 **OR** ITEC 1475.
*Take one of the following: ITEC 2875 **OR** ITEC 2795.
*Take one of the following: ITEC 1375 **OR** ITEC 1460.

Recommended for students interested in transferring into Metropolitan State's B.A.S. in Information Assurance:
MATH 1110—College Algebra
MATH 1150—Statistics

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (9 credits)

To complete the Computer Support and Network Administration diploma, students are required to successfully complete 9 credits of general education coursework. This coursework must be selected from a minimum of 3 credits from Goal Area 1; and 6 credits from any Goal Area.

Cisco Network Administrator Certificate

Credits: 26

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	#	Course Name	Credits
ITEC	1100	Information Technology Concepts	2.00
ITEC	1110	Information Technology Skills	2.00
ITEC	1250	Microsoft Windows Operating Systems.	3.00
ITEC	1425	Data Communications	4.00

Advanced Courses

(Listed below are additional courses required for your completion of this program)

Course	#	Course Name	Credits
*ITEC	2710	MS Network Administration	4.00
OR			
*ITEC	1475	Linux Network Administration	4.00
ITEC	2875	Cisco Network Administration	4.00
ITEC	2880	Firewall Implementation and Management	4.00
General Education Courses (see below)			3.00

* Take one of the following: ITEC 2710 or ITEC 1475.

First semester courses will generally be selected with the assistance of a counselor or advisor during orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (3 credits)

To complete the Network Support Professional diploma, students are required to successfully complete 3 credits of general education coursework from MnTC Goal Area 1.

Computer Security Specialist Certificate

Credits: 26

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	#	Course Name	Credits
ITEC	1100	Information Technology Concepts	2.00
ITEC	1110	Information Technology Skills	2.00
ITEC	1250	Microsoft Windows Operating Systems.	3.00
ITEC	1425	Data Communications	4.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	#	Course Name	Credits
*ITEC	2710	MS Network Administration	4.00
OR			
*ITEC	1475	Linux Network Administration	4.00
ITEC	2865	Internet/Intranet Security: Implementation and Management	4.00
ITEC	2895	Security Implementation and Risk Analysis	4.00
General Education Courses (see below)			3.00

* Take one of the following: ITEC 2710 **OR** ITEC 1475.

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (3 credits)

To complete the Network Support Professional diploma, students are required to successfully complete 3 credits of general education coursework from MnTC Goal Area 1.

Linux Network Administrator Certificate

Credits: 26

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	#	Course Name	Credits
ITEC	1100	Information Technology Concepts	2.00
ITEC	1110	Information Technology Skills	2.00
ITEC	1250	Microsoft Windows Operating Systems.	3.00
ITEC	1425	Data Communications	4.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	#	Course Name	Credits
ITEC	1475	Linux System Administration	4.00
ITEC	2425	Infotech Project Management	4.00
ITEC	2910	LAN Implementation and Management	4.00
General Education Courses (see below)			3.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

To complete the Network Support Professional diploma, students are required to successfully complete 3 credits of general education coursework from MnTC Goal Area 1.

continued on next page

Microsoft Network Administrator Certificate

Credits: 26

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	#	Course Name	Credits
ITEC	1100	Information Technology Concepts	2.00
ITEC	1110	Information Technology Skills	2.00
ITEC	1250	Microsoft Windows Operating Systems.	3.00
ITEC	1425	Data Communications	4.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	#	Course Name	Credits
ITEC	2910	LAN Implementation and Management	4.00
ITEC	2425	Infotech Project Management	4.00
ITEC	2710	Microsoft Network Administration	4.00
General Education Courses (see below)			3.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (3 credits)

Students are required to successfully complete 3 credits of general education coursework from MnTC Goal Area 1.

Wireless Network Administrator Certificate

Credits: 26

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	#	Course Name	Credits
ITEC	1100	Information Technology Concepts	2.00
ITEC	1110	Information Technology Skills	2.00
ITEC	1250	Microsoft Windows Operating Systems.	3.00
ITEC	1425	Data Communications	4.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	#	Course Name	Credits
*ITEC	2710	Microsoft Network Administration	4.00
OR			
*ITEC	1475	Linux Network Administration	4.00
ITEC	2425	Infotech Project Management	4.00
ITEC	2820	Wireless LAN/WAN Administration	4.00
General Education Courses (see below)			3.00

* Take one of the following: ITEC 2710 or ITEC 1475.

First semester courses will generally be selected with the assistance of a counselor or advisor during orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (3 credits)

Students are required to successfully complete 3 credits of general education coursework from MnTC Goal Area 1.

Database Administrator Certificate

Credits: 26

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	#	Course Name	Credits
ITEC	1100	Information Technology Concepts	2.00
ITEC	1110	Information Technology Skills	2.00
ITEC	1250	Microsoft Windows Operating Systems.	3.00
ITEC	1425	Data Communications	4.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	#	Course Name	Credits
ITEC	1375	Database Design and Implementation	4.00
ITEC	1460	SQL Server Database Design and Implementation	4.00
ITEC	2425	Infotech Project Management	4.00
General Education Courses (see below)			3.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (3 credits)

Staudents are required to successfully complete 3 credits of general education coursework from MnTC Goal Area 1.

Construction Electricity

- Diploma—64 credits

What You Will Learn

MCTC's Construction Electricity program will train you to install and repair electrical wiring and systems in commercial, industrial and residential buildings.

You will learn electrical theory as you perform hands-on practical laboratory exercises. You will make electrical connections; install different types of wiring used in the trade; and develop a strong basic knowledge of transformers, motors and control systems.

MCTC's experienced instructors will give you extensive training in advanced motor control, conduit installation and bending techniques, and wiring practices. They also will emphasize special features of commercial electrical systems and show you how to use diagnostic procedures to determine what causes electrical failures.

To participate in the program, you must have above average manual dexterity, be able to lift 60 pounds, have excellent mathematics skills and be comfortable with moderate heights. All program participants must purchase approximately $250 in hand tools.

During the first year of the program, you will take the same courses as students in the Heating, Ventilation, Air Conditioning and Refrigeration Program, which will give you valuable HVACR training. It also will give you the opportunity to complete both the HVACR and the Construction Electricity programs in just three years.

For more information on the program and its requirements, contact Dean Weikle at 612-659-6427 or Tim Hiltner at 612-659-6411.

Where You Could Work

- Electrical contracting companies
- Electrical supply companies
- Electrical power companies
- Property management companies
- Government inspection agencies

Students are accepted into this program fall semester only.

Courses in this program require achievement of the following academic skill levels:

- **Reading:** To enroll in these program courses, students must have successfully completed READ 0200 or ESOL 0052 or be declared ready to enroll in READ 1300 on the basis of their reading placement test scores.
- **Writing:** To enroll in these program courses, students must have successfully completed ESOL 0041 or be declared ready to enroll in ENGL 0900 or ESOL 0051 on the basis of their writing placement test scores.
- **Math:** To enroll in these program courses, students must have successfully completed MATH 0070 or be declared ready to enroll in MATH 0080 on the basis of their math placement test scores.

Construction Electricity Diploma

Credits: 64

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester.)

Course	*#*	*Course Name*	*Credits*
CNEL	1000	Introductory Electric Circuits	2.00
CNEL	1025	Introduction to Electric Motors	2.00
HVAC	1000	Refrigeration Fundamentals	2.00
HVAC	1050	Trade Tools and Test Instruments	2.00
General Education Courses (see below)			9.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	*#*	*Course Name*	*Credits*
CNEL	1010	Semiconductor Circuits	2.00
CNEL	1050	A.C. Circuit Analysis	3.00
CNEL	1100	Single Phase Transformer Principles	1.00
CNEL	1150	Introductory Motor Controls	2.00
CNEL	2000	Residential Wiring	4.00
CNEL	2050	Blueprint Reading	2.00
CNEL	2150	Three Phase Systems and Transformers	2.00
CNEL	2200	Electrical Raceway Installation	2.00
CNEL	2250	National Electrical Code 1	2.00
CNEL	2300	Electrical Rotating Machinery	2.00
CNEL	2400	Feeder and Service Installation	2.00
CNEL	2450	Advanced Motor Controls	3.00
CNEL	2500	N.E.C. Calculations	2.00
CNEL	2550	National Electrical Code 2	2.00
CNEL	2600	Commercial Wiring	3.00
CNEL	2650	Programmable Controls	2.00
CNEL	2700	Trade and Industry Relations	1.00
CNEL	2750	Digital Electronic Circuits	2.00
CNEL	2800	Electrical Circuit Design	1.00
HVAC	1100	Metal Fabrication	3.00
HVAC	1250	Interpreting Schematic Drawings	2.00
HVAC	1300	HVAC and R Controls	2.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (9 credits)

To complete the Construction Electricity diploma, students are required to successfully complete 9 credits of general education coursework. This coursework must be selected from at least two of the MnTC goal areas. A minimum of 3 credits must be completed from Goal Area 1 and 3 credits from Goal Areas 7, 8, 9 or 10.

Criminal Justice Studies

- A.S. degree—60 credits

What You Will Learn

MCTC's Criminal Justice Studies program will equip you to understand the causes of and means to prevent crime and to work effectively in the criminal justice field as a law enforcement officer, correctional officer, or in the courts or probation fields.

Your coursework will give you a broad professional education in the criminal justice system, including the workings of the police, courts and corrections departments and an understanding of how they work together. As a foundation for your studies, you will take liberal arts classes in related subjects such as psychology and sociology. Program courses will cover drugs in the community, juvenile justice, family violence, intercultural communications, the relationship between police officers and their communities, and more.

By completing the A.S. degree in Criminal Justice Studies, you can easily transition to MCTC's Law Enforcement Certificate program to prepare yourself to take the state peace officer license examination. You must be a U.S. citizen to be licensed as a police officer in the state of Minnesota. There is a separate application process to enroll in the Law Enforcement Certificate Program. Call 651-999-7600 for details. To become a corrections officer or a police officer, you will be required to successfully pass extensive criminal background checks.

A four-year degree is needed for some criminal justice positions. MCTC has an articulation agreement with Metropolitan State University.

Where You Could Work

- Correctional institutions
- Criminal courts
- Community corrections departments
- Nonprofit court diversion programs

Students are accepted into this program for fall, spring and summer terms.

Courses in this program require achievement of the following academic skill levels:

- **Reading:** To enroll in these program courses, students must have successfully completed READ 0200 or ESOL 0052 or be declared ready to enroll in READ 1300 on the basis of their reading placement test scores.
- **Writing:** To enroll in these program courses, students must have successfully completed ENGL 0900 or ESOL 0051 or be declared ready to enroll in ENGL 1110 on the basis of their writing assessment test scores.

Criminal Justice Studies A.S. Degree

Credits: 60

Course	*#*	*Course Name*	*Credits*
COUN	1500	Drugs in the Community	3.00
ENGL	1110	College English 1	3.00
ENGL	1111	College English 2	3.00
PHIL	1171	Ethics	3.00
LAWE	1215	Police and Community	3.00
LAWE	1220	Juvenile Justice	3.00
LAWE	1250	Introduction to Corrections	3.00
PSCI	2000	Constitutional Law	3.00
PSYC	1100	Applying Psychology	3.00
OR			
PSYC	1110	General Psychology	4.00
SOCI	1105	Introduction to Sociology	3.00
SOCI	2115	Family Violence	3.00
SOCI	2145	American Minority Relations	3.00
SOCI	2155	Introduction to Criminal Justice	3.00
SPCH	1010	Interpersonal Communication	3.00
SPCH	1012	Intercultural Communication	3.00
General Education Courses (see below)			6.00
Elective Courses (see below)			9.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (6 credits)

Elective Courses (9 credits)

To complete the Criminal Justice Studies A.S. Degree, students are required to sucessfully complete 9 credits of elective coursework. These 9 credits can be selected from any of the courses listed below.

Elective Courses

Course	*#*	*Course Name*	*Credits*
ACES	1132	Ethnic America	3.00
ANTH	1105	Introduction to Cultural Anthropology	3.00
CHEM	1145	Forensic Science 1	3.00
CSCI	1100	Introduction to Computers	3.00
HLSC	1000	Introduction to Homeland Security	3.00
HLTH	2249	First Responder	3.00
WOST	2211	Women and Violence: The Humanities Respond	3.00
PHED	1180	Fitness Intensity	1.00
SOCI	1106	Sociology of Deviance	3.00
PSCI	1102	State and Local Government	3.00
PSYC	2250	Abnormal Psychology	3.00
PSYC	2260	Social Psychology	3.00

Culinary Arts

- A.A.S. Degree—70 credits
- Diploma: fall start—59 credits
- Diploma: spring start—59 credits
- Certificate—27 credits
- Baking Certificate—17 credits

What You Will Learn

MCTC's Culinary Arts Program prepares you in all facets of food preparation and presentation and helps you to develop your own creative culinary style.

You will receive instruction on basic to advanced cooking skills including meat, fish and poultry fabrication; garde manger (cold food preparation); charcuterie (sausage, paté and terrine preparation); baking; pastry art; and more. Coursework also covers tableside cooking, menu design, restaurant operations, management principles, nutrition, safety and sanitation.

You will receive extensive hands-on training in MCTC's cooking labs and in the student-operated dining room which is open to the public. You also have the opportunity to participate in numerous community service events wherein you can apply your banquet, buffet, and catering culinary knowledge and techniques.

To successfully participate in the program, you must be able to lift 25 pounds, have the endurance to stand for several hours at a time and have good eye-hand coordination. All students must purchase uniforms, knife and baking kits, and textbooks, as well as cover field trip costs.

MCTC has an articulation agreement with Metropolitan State University that permits transfer of the A.A.S. in Culinary Arts to their B.A.S. in Hospitality Management program.

Where You Could Work

- Restaurants
- Hotels
- Resorts
- Cruise ships
- Hospital and healthcare centers
- Institutions and companies with food service

Students are accepted into this program both fall and spring semesters.

Courses in this program require achievement of the following academic skill levels:

- **Reading:** To enroll in program courses, students must have successfully completed READ 0100 or be declared ready to enroll in READ 0200 or ESOL 0052 on the basis of their reading placement test scores or faculty recommendation.

A.A.S. Degree

Credits: 70

To earn an A.A.S. degree in the Culinary Arts program, students should follow the Diploma course sequence for the semester they begin the program (fall or spring) **AND** complete the general education course requirements listed below.

Required Program Courses

Course	*#*	*Course Name*	*Credits*
CULA	1100	Introduction to Food Service	3.00
CULA	1104	Introduction to Pantry	2.00
CULA	1106	Introduction to Baking	3.00
CULA	1107	Purchasing, Receiving and Cost Control	3.00
CULA	1109	Food Service Sanitation	2.00
CULA	1110	Food Service Nutrition	3.00
CULA	1151	Introduction to Table Service	2.00
CULA	1152	Casual Dining Food Production 1 —Cold Food	3.00
CULA	1153	Casual Dining Food Production 2 —Hot Food	3.00
CULA	1154	Basic Meat, Fish and Poultry Principles	2.00
CULA	1156	Menu Design	1.00
CULA	2101	Advanced Pantry Production	3.00
CULA	2102	Ala Carte Food Preparation	3.00
CULA	2103	Advanced Pastry and Baking	3.00
CULA	2104	Advanced Dining Room Service	3.00
CULA	2501	Supervisory/Management	2.00
CULA	2502	Garde Manger	3.00
CULA	2503	Pastry Arts	3.00
CULA	2504	Buffet, Banquet and Catering Methods	3.00
General Education Courses (see below)			20.00

General Education Courses (20 credits)

To complete the Culinary Arts A.A.S. degree, students are required to successfully complete 20 credits of general education coursework. This coursework must be selected from at least three of the MnTC goal areas. A minimum of 3 credits must be completed from Goal Area 1, and 3 credits from Goal Areas 7, 8, 9 or 10. Specific courses that are recommended are BIOL 1120, SOCI 1105, SOCI 1106, SOCI 2145, SOCI 1143, SPCH 1000, ACES 1121 and PHIL 1171. These 20 credits may be taken before, during or following program coursework. Students should work with a counselor to plan their general education coursework.

continued on next page

Culinary Arts Diploma—Fall Start

Credits: 59

Students starting coursework beginning fall semester should follow this course sequence for completion of this award.

First Semester

Course	#	Course Name	Credits
CULA	1100	Introduction to Food Service	3.00
CULA	1104	Introduction to Pantry	2.00
CULA	1106	Introduction to Baking	3.00
CULA	1109	Food Service Sanitation	2.00
CULA	1110	Food Service Nutrition	3.00

Total Semester Credits: 13

Second Semester

Course	#	Course Name	Credits
CULA	1107	Purchasing, Receiving and Cost Control	3.00
CULA	1151	Introduction to Table Service	2.00
CULA	1152	Casual Dining Food Production 1 —Cold Food	3.00
CULA	1153	Casual Dining Food Production 2 —Hot Food	3.00
CULA	1154	Basic Meat, Fish and Poultry Principles	2.00
CULA	1156	Menu Design	1.00

Total Semester Credits: 14

Third Semester

Course	#	Course Name	Credits
CULA	2501	Supervisory/Management	2.00
CULA	2502	Garde Manger	3.00
CULA	2503	Pastry Arts	3.00
CULA	2504	Buffet, Banquet and Catering Methods	3.00

Total Semester Credits: 11

Fourth Semester

Course	#	Course Name	Credits
CULA	2101	Advanced Pantry Production	3.00
CULA	2102	Ala Carte Food Preparation	3.00
CULA	2103	Advanced Pastry and Baking	3.00
CULA	2104	Advanced Dining Room Service	3.00

Total Semester Credits: 12

General Education Courses (9 credits)

To complete the Culinary Arts diploma, students are required to successfully complete 9 credits of general education coursework. This coursework must be selected from at least two of the MnTC goal areas. A minimum of 3 credits must be completed from Goal Area 1, and 3 credits from Goal Areas 7, 8, 9 or 10. These 9 credits may be taken before, during or following program coursework.

Culinary Arts Diploma—Spring Start

Credits: 59

Students starting coursework beginning spring semester should follow this course sequence for completion of this award.

First Semester

Course	#	Course Name	Credits
CULA	1100	Introduction to Food Service	3.00
CULA	1104	Introduction to Pantry	2.00
CULA	1106	Introduction to Baking	3.00
CULA	1109	Food Service Sanitation	2.00
CULA	1110	Food Service Nutrition	3.00

Total Semester Credits: 13

Second Semester

Course	#	Course Name	Credits
CULA	2501	Supervisory/Management	2.00
CULA	2502	Garde Manger	3.00
CULA	2503	Pastry Arts	3.00
CULA	2504	Buffet, Banquet and Catering Methods	3.00

Total Semester Credits: 11

Third Semester

Course	#	Course Name	Credits
CULA	2101	Advanced Pantry Production	3.00
CULA	2102	Ala Carte Food Preparation	3.00
CULA	2103	Advanced Pastry and Baking	3.00
CULA	2104	Advanced Dining Room Service	3.00

Total Semester Credits: 12

Fourth Semester

Course	#	Course Name	Credits
CULA	1107	Purchasing, Receiving and Cost Control	3.00
CULA	1151	Introduction to Table Service	2.00
CULA	1152	Casual Dining Food Production 1 —Cold Food	3.00
CULA	1153	Casual Dining Food Production 2 —Hot Food	3.00
CULA	1154	Basic Meat, Fish and Poultry Principles	2.00
CULA	1156	Menu Design	1.00

Total Semester Credits: 14

General Education Courses (9 credits)

To complete the Culinary Arts diploma, students are required to successfully complete 9 credits of general education coursework. This coursework must be selected from at least two of the MnTC goal areas. A minimum of 3 credits must be completed from Goal Area 1, and 3 credits from Goal Areas 7, 8, 9 or 10. These 9 credits may be taken before, during or following program coursework.

Culinary Certificate

Credits: 27

The following first semester course sequence is required for completion of this award (certificate total credits will vary depending on the second semester chosen to complete the certificate).

First Semester

Course	*#*	*Course Name*	*Credits*
CULA	1100	Introduction to Food Service	3.00
CULA	1104	Introduction to Pantry	2.00
CULA	1106	Introduction to Baking	3.00
CULA	1109	Food Service Sanitation	2.00
CULA	1110	Food Service Nutrition	3.00
General Education Courses (see below)			3.00
Total Semester Credits: 16			

Second Semester

Choose either the second, third or fourth semester course groupings outlined in the Culinary Arts diploma award.

General Education Courses (3 credits)

To complete the Culinary Arts certificate, students are required to successfully complete 3 credits of general education coursework from the MnTC Goal Area 1. These 3 credits may be taken before, during or following program coursework.

Baking Certificate

Credits: 17

This certificate is designed for individuals who want to focus primarily on developing knowledge and skills in baking and the pastry arts. In addition, participants become SafeServe certified and gain basic knowledge in nutrition, inventory management and cost control.

Course	*#*	*Course Name*	*Credits*
CULA	1106	Introduction to Baking	3.00
CULA	1107	Purchasing, Receiving and Cost Control	3.00
CULA	1109	Food Service Sanitation	2.00
CULA	1110	Food Service Nutrition	3.00
CULA	2103	Advanced Pastry and Baking	3.00
CULA	2503	Pastry Arts	3.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

Dental Assistant

The Dental Assistant program is accredited by the Commission on Dental Accreditation of the American Dental Association, or ADA, (211 E. Chicago Ave.; Chicago, IL 60611; 1-312-440-4653), and approved by the Minnesota State Board of Dentistry (University Park Plaza; 2829 University Ave. SE, Suite 450; Minneapolis, MN 55414; 1-612-617-2250).

- Diploma—39 credits
- Dental Office Support Personnel Certificate—17 credits
- Expanded Functions Certificate—16 credits

What You Will Learn

MCTC's Dental Assistant Diploma program is a one-year evening program for individuals employed in a dental office who wish to become certified and/or registered dental assistants (CDA, RDA).

As part of a dental team, the dental assistant is an important communication link between the dentist and patient. You will need to interact with a wide variety of patients under sometimes stressful situations. The program will increase your knowledge to work chair-side with the dentist and his or her patients, perform a variety of patient cares, provide assistance within the business office, and/or complete laboratory duties.

To enter the evening program, you must have a minimum of one year of dental office experience and be presently employed in a dental office, or completed the Dental Office Support certificate program. Your coursework will include basic and dental sciences, dental materials, chairside assisting, Radiology, Minnesota expanded functions, and clinical experience. The goal is to ensure you will be an indispensable member of the dental health team.

The program's classroom, preclinical and clinical experiences will prepare you to take the Certification Examination offered by the Dental Assisting National Board (DANB) and the Registration Examination offered by the Minnesota Board of Dentistry.

Where You Could Work

- Public and/or private dental offices
- Single or multiple-provider dental clinics
- General or specialty dental offices
- Dental laboratory
- Dental insurance companies
- Dental supply companies

How You Apply

To apply to the Dental Assistant diploma program or the Expanded Functions Certificate Program, students must submit MCTC General Application and Dental Assistant program documents. Students must contact the dental assistant program director at 612-659-6071 to obtain the required Dental Assistant Program documents.

Students are accepted into the Dental Support Personnel certificate program each semester. (Please note, not all courses are offered each semester.) Students are accepted into the Dental Assistant evening diploma program fall semester only. Students are accepted into the Expanded Functions Dental Assistant certificate program spring semester only.

Courses in this program require achievment in the following academic skill levels:

- **Reading:** To enroll in these program courses, students must have successfully completed READ 0100 or be declared ready to enroll in READ 0200 or ESOL 0052 on the basis of their reading placement test scores.

The curriculum in the dental assistant program may expose students to hazardous materials, radiation and/or infectious diseases. Students will be provided with information through education and program policies to protect themselves and their patients from harm. Students will be expected to utilize appropriate safety precautions in the classroom, laboratory and clinic. Program policies are available upon request.

Dental Assistance Diploma

Credits: 39

The following course sequence is required by the employed evening students to complete the program. First semester courses are only offered during the fall semester, second semester courses are only offered during the spring semester and third semester courses are only offered during the summer semester.

First Semester

Course	*#*	*Course Name*	*Credits*
DNTA	1101	Introduction to Dental Assisting	3.00
DNTA	1110	Dental Science	3.00
DNTA	1120	Preclinical Dental Assisting	1.00
DNTA	1130	Chairside Dental Assisting 1	3.00
DNTA	1140	Chairside Dental Assisting 2	2.00
DNTA	1170	Clinical Externship 1	3.00

Total Semester Credits: 15

Second Semester

Course	#	Course Name	Credits
DNTA	1210	Dental Materials	3.00
DNTA	1250	Radiology 1	3.00
DNTA	1260	Dental Assistant Expanded Functions 1	4.00
DNTA	1274	Clinical Externship 2	4.00
General Education Courses (see below)			3.00

Total Semester Credits: 17

Third Semester

Course	#	Course Name	Credits
DNTA	1350	Radiology 2	3.00
DNTA	1360	Dental Assistant Expanded Functions 2	4.00

Total Semester Credits: 7

General Education Courses (3 credits)

To complete the Dental Assistant certificate, you are required to successfully complete 3 credits of general education coursework from MnTC Goal Area 1. SPCH 1010 or SPCH 1012 is recommended.

Dental Office Support Personnel Certificate

Credits: 17

The Dental Office Support Personnel Certificate is a one-semester program that will prepare you to work in dental offices and clinics providing support to other credentialed dental personnel and/or office staff. This program will provide you an entry level education to safely work within a dental setting. You will support the general office routines with skills in computerized scheduling and basic customer service skills. You will also be introduced to common dental terms, equipment and health/safety issues, as well as learn skills to support the dental office personnel. Upon completion of the certificate, you will prepared to work in a dental office and/or ladder into the MCTC Dental Assisting diploma program.

Course	#	Course Name	Credits
DNTA	1000	Introduction to the Dental Office	2.00
DNTA	1015	Customer Service Skills for the Dental Office	3.00
DNTA	1025	Clinic Support for the Dental Office	2.00
DNTA	1035	Dental Office Support Skills Lab	2.00
HCCC	1010	Behaviors for Success in Healthcare	0.50
HCCC	1020	Communication in Healthcare	1.00
HCCC	1030	Awareness and Sensitivity to Client Needs	0.50
HCCC	1040	Respecting Client and Staff Diversity	0.50
HCCC	1050	Healthcare Safety and Standard Precautions	0.50
HCCC	1060	Legal Issues in Healthcare	0.50
HCCC	1070	Healthcare Ethics	0.50
HCCC	1100	Medical Terminology	1.00
*SPCH	1010	Speech Course	3.00
OR			
*SPCH	1012	Speech Course	3.00

*Take one of the following: SCH 1010 **OR** SPCH 1012.

Students transitioning to the dental assistant diploma program will have courses offered during the day. The sequence of courses will differ from the evening course offerings.

Dental Assistant Expanded Functions Certificate

Credits: 16 The Expanded Functions Dental Assistant certificate program is an evening program designed for the employed dental assistant who is currently certified through DANB or has completed an ADA accredited program that did not offer the Minnesota expanded functions. After completing this program and passing the Minnesota Registration Examination, you will be able to provide direct patient care in general or specialty dental offices.

The following course sequence is required for completion of this certificate. First semester is only offered during the spring semester and second semester is only offered during the summer semester. Students must meet with the Dental Assistant program director for advising.

First Semester

Course	#	Course Name	Credits
DNTA	1201	Introduction to Expanded Functions	2.00
DNTA	1250	Radiology 1	3.00
DNTA	1260	Dental Assistant Expanded Functions 1	4.00

Total Semester Credits: 9

Second Semester

Course	#	Course Name	Credits
DNTA	1350	Radiology 2	3.00
DNTA	1360	Dental Assistant Expanded Functions 2	4.00

Total Semester Credits: 7

Education

- A.S. Education Degree—60 credits
- ESOL Education Certificate—13 credits

What You Will Learn

MCTC's Education program will introduce students to the special challenges and opportunities of urban teaching and prepare students to transfer and obtain a four-year bachelor of arts degree in education.

The program—the only two-year preprofessional urban teacher program in Minneapolis—offers a curriculum that examines knowledge, engages in reflection and values diverse urban experiences. During the program, students will learn to practice and model advocacy and activism by coaching young people and participating in cohort and cooperative learning projects. (In a cohort, groups of students move through their coursework together in a connected, supportive and intimate learning environment.)

Instructors with urban teaching experience will teach how to examine personal socialization, understand and value different ethnic cultures, conduct and document community-based research, prepare an urban school research profile, and develop the teaching skills needed in a complex and diverse urban school environment. Students will also develop, through involvement in the Public Achievement programs, the democratic skills and attitudes necessary to effect positive change in urban school settings.

MCTC works in partnership with urban communities and urban schools. As a result, these studies go beyond the classroom, allowing students to work with urban learners in the elementary and secondary schools. In addition, by the end of the program, students will have created an electronic portfolio highlighting their achievements in the program. MCTC's Education program has articulation agreements with other four-year colleges and universities (many of them local); however, because of a special relationship with our partners at Metropolitan State University, students have the opportunity to earn both an A.S. and B.S. degrees (as well as their teaching license) at the MCTC-Metropolitan State University Downtown campus.

Where You Could Work

- Public school system
- Private/charter school systems

Courses in this program require achievement of the following academic skill levels:

- **Reading:** To enroll in these program courses, students must have successfully completed READ 200 or ESOL 0052 or be declared ready to enroll in READ 1300 on the basis of their reading placement test scores.
- **Writing:** To enroll in these program courses, students must have successfully completed ENGL 0900 or ESOL 0051 or be declared ready to enroll in ENGL 1110 on the basis of their writing placement test scores.

ESOL Education Certificate

Credits: 13

Course	*#*	*Course Name*	*Credits*
EDUC	2200	Introduction to Language and Language Teaching for ESOL Educators	3.00
EDUC	2300	Introduction to English for ESOL Educators	3.00
EDUC	2400	Methods and Materials for ESOL Educators	4.00
General Education MnTC Goal Area 1			3.00
Total credits: 13.00			

Education A.S. Degree

Credits: 60

Course	*#*	*Course Name*	*Credits*
EDUC	1000	Introduction to Careers with Children and Youth	1.00
EDUC	1215	Growth and Development of Children and Youth	3.00
ENGL	1110	College English 1	3.00
EDUC	1235	Guiding Behaviors of Children and Youth	3.00
EDUC	1150	Mentoring the Urban Youth	2.00
EDUC	1500	Introduction to Urban Education and Urban Learners	3.00
PSYC	2215	Child and Adolescent Psychology	3.00
MATH	1165	Math for Teachers	4.00
SPCH	1012	Intercultural Communications	3.00
AMIS	1000	Native America	3.00
SOCI	1110	Families in a Contemporary Society	3.00
EDUC	1900	Public Work in Urban Schools	3.00
EDUC	2600	Field Experience	3.00
BIOL	1136	Environmental Science	3.00
BIOL	1137	Environmental Science Lab.	1.00
EDUC	2250	Special Education—Inclusion Strategies for Children and Youth	3.00
PHIL	1171	Ethics	3.00
OR			
PHIL	1181	Ethics in Community	3.00
EDUC	2900	Teachers' Experience in Urban Schools	3.00
EDUC	1170	Tutoring in K–12 Environments	3.00
ENGL	1111	College English 2	3.00
General Education MnTC			4.00
Total credits: 60.00			

General Education Courses (33 credits)

In addition to the core curriculum courses, students must complete 3 credits in the MnTC Goal Area 3 and 6. Also, students must complete 1 credit in Physical Education, 2 credits in Information Literacy and 1 credit in Computer Literacy. Recommended general education courses for UTP students to complete the A.S. degree are AMIS 1000, BIOL 1136, BIOL 1137, COUN 1500, ENGL 1157, PHIL 1171 and SOCI 1110. UTP students have flexibility in the courses that they can take to meet the core concentration credits (English, Social Science, Biology or Math) and general education credits. Please reference the Education Program Guidebook for further details.

Electroneurodiagnostic Technology

- A.A.S. Degree—65 credits
- Diploma—52 credits

What You Will Learn

MCTC's new Electroneurodiagnostic (END) Technologist program provides you with the skills needed to work with a variety of equipment to perform diagnostic neurological studies and tests. After one year of coursework is completed, students will receive the diploma and can work in this field. After completion of the two-year degree, you will be qualified for more complex responsibilities in the work environment.

You will learn the skills needed to perform quality electroencephalograms, evoked potentials, nerve conduction velocities, and intraoperative monitoring in hospitals and neurology clinics.

This occupation is evolving in the field of healthcare. END Technology graduates work in hospitals and neurology clinics around the country.

Knowledge of seizure disorders, neurological disorders and operating room skills is the basis of the field study. END technologists work with a variety of equipment to perform diagnostic neurological studies.

Because this program requires internships in hospital settings, you must pass a background check and provide proof of immunity status prior to placement in the healthcare setting.

Where You Could Work

- Neurology departments in hospitals
- Neurology clinics

Courses in this program require achievement of the following academic skill levels:

- **Reading:** To enroll in these program courses, students must have successfully completed READ 0200 or ESOL 0052 or be declared ready to enroll in READ 1300 on the basis of their reading placement test scores.
- **Math:** To enroll in these program courses, students must have successfully completed MATH 0070 or be declared ready to enroll in MATH 0080 on the basis of their math placement test scores.
- **Writing:** To enroll in these program courses, students must have successfully completed ENGL 0900 or ESOL 0051 or be declared ready to enroll in ENGL 1110 on the basis of their placement writing test scores.

Electroneurodiagnostic Diploma or A.A.S. Degree

Credits: Diploma 52, A.A.S. Degree 65

First Semester

Course	*#*	*Course Name*	*Credits*
*BIOL	2224	Anatomy	4.00
BIOL	2224	Anatomy Lab	
OR			
*BIOL	1127	Human Biology	3.00
BIOL	1128	Human Biology Lab	1.00
COML	1100	Computer Literacy	2.00
BIOL	1190	Biomedical Terminology	2.00
ENDT	1000	Foundations of ENDT	5.00
ENDT	1400	Role of the END Technologist	2.00

Total Semester Credits: 15

Second Semester:

Course	*#*	*Course Name*	*Credits*
ENDT	1100	Clinical Neurology for the ENDT Role	4.00
ENDT	1200	Clinical 1	2.00
ENDT	1500	Instrumentation	4.00
ENGL	1110	College English	3.00

Total Semester Credits: 13

Summer Session:

Course	*#*	*Course Name*	*Credits*
ENDT	1300	Clinical 2	4.00
PSYC	1110	General Psychology	4.00

Total Session Credits: 8

Third Semester:

Course	*#*	*Course Name*	*Credits*
PSYC	2240	Lifespan Psychology	4.00
ENDT	2100	Evoked Potentials	4.00
ENDT	2200	Nerve Conduction Studies	3.00
ENDT	2300	Clinical 3	2.00
SPCH	1012	Intercultural Communication	3.00

Total Semester Credits: 16

Total Diploma Program Credits: 52
At this point, a diploma can be earned, and students can continue on to the A.A.S. degree.

Fourth Semester:

Course	*#*	*Course Name*	*Credits*
ENDT	2400	Intraoperative Monitoring	5.00
ENDT	2500	Clinical 4	4.00
ENDT	2600	Synthesis Clinical	4.00

Total Semester Credits: 13

Total AAS Degree Program Credits: 65

*Take one of the following: BIOL 2224 **or** BIOL 1127 and BIOL 1128.

Electronic Publishing and Web Design

- Web Design A.A.S. Degree—72 credits
- Electronic Publishing Diploma—64 credits
- Web Design Diploma—64 credits
- Web Design Certificate—30 credits
- Electronic Publishing Certificate—29 credits

What You Will Learn

MCTC's Electronic Publishing and Web Design program will prepare you to use a variety of specialized computer software to create, prepare and produce printed or interactive Web design productions.

The program's core set of classes will allow you to specialize in Web design or electronic publishing, or migrate to the Graphic Design program. The Electronic Publishing certificate or diploma coursework will concentrate on current industry standard programs and prepress skills needed to successfully guide a job from concept to print.

The Web Design certificate, diploma and A.A.S. degrees feature current Web design studies in the Internet technologies and design profession. In addition, the program offers specialized courses to accommodate both degree-seeking students and current industry professionals.

Overall, coursework will cover visual problem-solving, art and design principles, and Web or electronic production standards, using the computer and current software standards extensively to prepare creative visual solutions for student projects.

Experienced faculty will teach you how visual elements such as type, illustration, graphics, photography and animation work together to make a design more effective. To simulate a professional creative environment, you will work under tight deadlines to design, compose and produce work using current software. Your finished projects will create a well-rounded portfolio necessary for entry into the design profession.

Program faculty will help you prepare your portfolio and give you guidelines on job seeking. Students are required to exhibit their work in the program portfolio show. Faculty have developed numerous award-winning partnerships within the industry and community, and students benefit in numerous ways from these alliances.

To successfully complete the program and work in this profession, you will need to own, or have access to, a computer and current design software.

You also will need to purchase a large-format portable storage device.

MCTC has an articulation agreement with Metropolitan State University.

Where You Could Work

- Advertising agencies
- Animation companies and studios
- Corporate creative departments
- Electronic publishing departments
- Freelance businesses
- Government and education institutions
- Graphic design firms
- Marketing firms
- Public relations firms
- Web design studios

Students are accepted into this program for fall, spring and summer terms.

Courses in this program require achievement of the following academic skill levels:

- **Reading:** To enroll in these program courses, students must have successfully completed READ 0200 or ESOL 0052 or be declared ready to enroll in READ 1300 on the basis of their reading placement test scores.
- **Math:** To enroll in these program courses, students must have successfully completed MATH 0060 or be declared ready to enroll in MATH 0070 on the basis of their math placement test scores.

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Web Design A.A.S. Degree

Credits: 72
(Listed below are additional courses required for completion of this program.)

Course	#	Course Name	Credits
ARTS	1121	Drawing 1	3.00
EPUB	1611	HTML/XHTML Authoring 1	3.00
GRPH	1101	Typography 1	3.00
GRPH	1130	Introduction to Graphics Software	3.00
GRPH	1140	Color Theory	3.00
GRPH	1540	History of Graphic Design	3.00

Advanced Courses

Course	#	Course Name	Credits
EPUB	1415	Type in Media	3.00
EPUB	1416	Web Layout and Design	3.00
EPUB	1423	Web Graphics	3.00
EPUB	1711	Web Tools—Dreamweaver	3.00
EPUB	1811	Web Animation—Flash/Image Ready	3.00
EPUB	1911	Scripting Overview	3.00
GRPH	1570	Adobe Illustrator	3.00
GRPH	2110	Adobe Photoshop	3.00
GRPH	2540	Career Planning/Professional Practices	3.00
GRPH	2550	Portfolio Prep/Exhibit	3.00
SPCH	1010	Interpersonal Communication	3.00
General Education Courses (see below)			15.00
Elective Courses (see below)			6.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (21 credits)

To complete the Web Design A.A.S., students are required to successfully complete 21 credits of general education coursework. This coursework must be selected from at least four of the MnTC goal areas. A minimum of 3 credits must be completed from Goal Area 1 and 3 credits from Goal Areas 7, 8, 9 or 10. Specific courses that are required are SPCH 1010, PSYC 1100 and ARTS 1121.

Elective Courses

OR

Any GRPH, EPUB, PHDI or MPRO courses, with instructor approval.

Course	#	Course Name	Credits
EPUB	1150	Pro Seminar: Web Publishing	1.00
EPUB	1622	HTML/XHTML Authoring 2	3.00
EPUB	2011	Java Scripting	3.00
EPUB	2111	Advanced Animation/Action Scripting	3.00
EPUB	2133	Adobe Illustrator: Advanced	2.00
EPUB	2233	Adobe Photoshop: Advanced	2.00
EPUB	2333	QuarkXPress: Advanced	2.00

Web Design Diploma

Credits: 64

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	#	Course Name	Credits
ARTS	1121	Drawing 1	3.00
EPUB	1611	HTML/XHTML Authoring 1	3.00
GRPH	1101	Typography 1	3.00
GRPH	1130	Introduction to Graphics Software	3.00
GRPH	1140	Color Theory	3.00
GRPH	1540	History of Graphic Design	3.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	#	Course Name	Credits
EPUB	1415	Type in Media	3.00
EPUB	1416	Web Layout and Design	3.00
EPUB	1423	Web Graphics	3.00
EPUB	1711	Web Tools—Dreamweaver	3.00
EPUB	1811	Web Animation—Flash/Image Ready	3.00
EPUB	1911	Scripting Overview	3.00
GRPH	1570	Adobe Illustrator	3.00
GRPH	2110	Adobe Photoshop	3.00
GRPH	2540	Career Planning/Professional Practices	3.00
GRPH	2550	Portfolio Prep/Exhibit	3.00
SPCH	1010	Interpersonal Communication	3.00
General Education Courses (see below)			3.00
Elective Courses (see next page)			10.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (9 credits)

To complete the Web Design diploma, students are required to successfully complete 9 credits of general education coursework. This coursework must be selected from at least three of the MnTC goal areas. A minimum of 3 credits must be completed from Goal Area 1 and 3 credits from Goal Areas 7, 8, 9 or 10. Specific courses that are required are SPCH 1010 and ARTS 1121.

continued on next page

Elective Courses
OR
Aany GRPH, EPUB, PHDI, or MPRO courses, with instructor approval.

Course	#	Course Name	Credits
EPUB	1150	Pro Seminar: Web Publishing	1.00
EPUB	1622	HTML/XHTML Authoring 2	3.00
EPUB	2011	Java Scripting	3.00
EPUB	2111	Advanced Animation/Action Scripting	3.00
EPUB	2133	Adobe Illustrator: Advanced	2.00
EPUB	2233	Adobe Photoshop: Advanced	2.00
EPUB	2333	Quark XPress: Advanced	2.00
EPUB	2644	Internship	2.00

Web Design Certificate

Credits: 30

Introductory Courses
(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	#	Course Name	Credits
EPUB	1611	HTML/XHTML Authoring 1	3.00
GRPH	1101	Typography 1	3.00
GRPH	1130	Introduction to Graphics Software	3.00
GRPH	1140	Color Theory	3.00
SPCH	1010	Interpersonal Communication	3.00

Advanced Courses
(Listed below are additional courses required for completion of this program.)

Course	#	Course Name	Credits
EPUB	1416	Web Layout and Design	3.00
EPUB	1711	Web Tools—Dreamweaver	3.00
EPUB	1811	Web Animation—Flash/Image Ready	3.00
EPUB	1911	Scripting Overview	3.00
GRPH	2110	Adobe Photoshop	3.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (3 credits)
To complete the Web Design Certificate, students are required to successfully complete 3 credits of general education coursework from the MnTC Goal Area 1, SPCH 1010 is required.

Electronic Publishing Diploma

Credits: 60

Introductory Courses
(Listed below are required courses we suggest you choose from during your first semester in this program.)

Course	#	Course Name	Credits
ARTS	1121	Drawing 1	3.00
GRPH	1101	Typography 1	3.00
GRPH	1120	Layout and Design 1	3.00
GRPH	1130	Introduction to Graphics Software	3.00
GRPH	1140	Color Theory	3.00
GRPH	1540	History of Graphic Design	3.00

Advanced Courses
(Listed below are additional courses required for completion of this program.)

Course	#	Course Name	Credits
EPUB	1611	HTML/XHTML Authoring 1	3.00
EPUB	1711	Web Tools — Dreamweaver	3.00
GRPH	1520	Layout and Design 2	3.00
GRPH	1560	Print Production 1	3.00
GRPH	1570	Adobe Illustrator	3.00
GRPH	1585	Adobe InDesign	3.00
GRPH	2101	Typography 2	3.00
GRPH	2110	Adobe Photoshop	3.00
GRPH	2165	Print Production 2	3.00
GRPH	2540	Career Planning/Professional Practices	3.00
GRPH	2550	Portfolio Prep/Exhibit	3.00
SPCH	1010	Interpersonal Communication	3.00
General Education Courses (see below)			3.00
Elective Courses			3.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (9 credits)
To complete the Electronic Publishing diploma, students are required to successfully complete 9 credits of general education coursework. This coursework must be selected from at least three of the MnTC goal areas. A minimum of 3 credits must be completed from Goal Area 1 and 3 credits from Goal Areas 7, 8, 9 or 10. Specific courses that are required are SPCH 1010 and ARTS 1121.

Electronic Publishing Certificate

Credits: 30

Course	*#*	*Course Name*	*Credits*
EPUB	1711	Web Tools — Dreamweaver	3.00
GRPH	1101	Typography 1	3.00
GRPH	1120	Layout and Design 1	3.00
GRPH	1130	Introduction to Graphics Software	3.00
GRPH	1140	Color Theory	3.00
GRPH	1560	Print Production 1	3.00
GRPH	1570	Adobe Illustrator	3.00
GRPH	1580	Adobe InDesign	3.00
GRPH	2110	Adobe Photoshop	3.00
SPCH	1010	Interpersonal Communication	3.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (3 credits)

To complete the Electronic Publishing Certificate, students are required to successfully complete 3 credits of general education coursework from the MnTC Goal Area 1, SPCH 1010 is required.

Filmmaking

* This program will close at the end of the 2008–2009 academic year. New majors are offered through the Cinema division.

- A.S. Degree—64 credits
- Film Studies Certificate—14 credits

What You Will Learn

MCTC's Filmmaking program will train you in the art and craft of filmmaking, using a combination of aesthetic, technical and theoretical approaches. The program is rigorously hands-on, so you will use a camera almost from the first day. By creating personal and group productions, you will develop solid skills in directing, camera operation, lighting, editing, preproduction, screenwriting and field sound recording. Experienced faculty—all professional filmmakers—will help you understand and develop the skills involved in many of the craft/technical positions in the filmmaking industry. The program includes a broad spectrum of classes in production, history of film, sound and screenwriting.

The MCTC Filmmaking program is the most affordable media arts education in Minnesota and has an excellent reputation with local production facilities that offer opportunities for quality internships. The program's urban setting will give you unique access to job placement opportunities in the Twin Cities area, one of the largest commercial and industrial markets in the country. The program is physically demanding since the process of transporting and setting up large equipment requires a substantial amount of heavy lifting. You will need good stamina to make it through lengthy shooting days. MCTC has an articulation agreement with Metropolitan State University.

NOTE: Students in the first semester should complete selected introductory courses and meet with a faculty advisor by the eighth week to choose a major concentration. All first semester coursework must be completed or in process before students can enroll in second semester courses. Students are encouraged to seek advice from counselors and faculty regarding appropriate sequencing of required coursework for degree completion. Film and Video students are strongly encouraged to choose electives from the Media Production program (MPRO).

Where You Could Work

- Local and regional production/postproduction facilities
- Independent film and video production houses
- Hollywood/New York film industry

How You Apply

To apply to this program, students must submit an MCTC General Application and an essay. Initial course enrollment is determined by a waiting list intended to allow equitable admission according to specific criteria. Please see Admissions for details and a projected open seat date for the initial courses.

Students seeking to re-enroll in coursework they have successfully completed must have the permission of the instructor.

New students are accepted into this program in fall and spring semesters only.

Production FILM courses are not available for auditing.

Courses in this program require achievement of the following academic skill levels:

- **Reading:** To enroll in these program courses, students must have successfully completed READ 0200 or ESOL 0052 or be declared ready to enroll in READ 1300 on the basis of their reading placement test scores.
- **Writing:** To enroll in these program courses, students must have successfully completed ENGL 0900 or ESOL 0051 or be declared ready to enroll in ENGL 1110 on the basis of their writing placement test scores.
- **Math:** To enroll in these program courses, students must have successfully completed MATH 0060 or be declared ready to enroll in MATH 0070 on the basis of their math placement test scores.

In addition, students must demonstrate computer literacy skills by passing the College's computer literacy exam or successfully completing one of the following courses: COML 1000, COML 1100, BTEC 1010, ITEC 1100 or CSCI 1100.

continued on next page

Filmmaking A.S. Degree

Credits: 64

Introductory Courses

(Listed below are required courses we suggest students complete during their first semester in this program.)

Course	#	Course Name	Credits
ENGL	1110	College English 1	3.00
FILM	1150	Introduction to Film and Video.	3.00
FILM	1310	Film History 1.	3.00
SCRN	1510	Introduction to Screenwriting	3.00
General Education Courses (see below)			13.00

Advanced Courses

(Listed below are additional courses required for their completion of this program.)

Course	#	Course Name	Credits
ENGL	1111	College English 2	3.00
FILM	1020	Sound for Image	2.00
FILM	1030	Filmmaking 2: Image and Sound.	4.00
FILM	1320	Film History 2.	3.00
FILM	2010	Filmmaking 3: 16mm Production and Postproduction Theory	4.00
FILM	2030	Filmmaking 4: 16mm Production and Postproduction Practicum	3.00
FILM	2050	Filmmaking 5: Advanced Projects/ Sync Sound	4.00
FILM	2350	Documentary and Experimental Film and Video	2.00
FILM	2800	Production Management for Media Artists.	3.00
FILM	2890	Internship	2.00
SCRN	1520	Short Narrative Script	4.00
General Education Courses (see below)			12.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (27 credits)

To complete the Filmmaking A.S. degree, students are required to successfully complete 27 credits of general education coursework. This coursework must be selected from at least six of the MnTC goal areas. A minimum of 3 credits must be from Goal Area 1 and 3 credits from Goal Areas 7, 8, 9 or 10. Required general education coursework for this program includes: ENGL 1110, ENGL 1111, FILM 1310 and FILM 1320.

Film Studies Certificate

Credits: 14

* This program will close at the end of the 2008–2009 academic year. See **Cinema** programs for new awards in the discipline.

Course	#	Course Name	Credits
FILM	1150	Introduction to Film and Video.	3.00
FILM	1310	Film History 1.	3.00
FILM	1320	Film History 2.	3.00
FILM	2340	Topics in Film and Video.	3.00
FILM	2350	Documentary and Experimental Film and Video	2.00

First semester courses will generally be selected with the assistance of a counselor or advisor during orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

Fine Arts

- A.F.A. Degree—61 credits

What You Will Learn

MCTC's new Associate of Fine Arts (A.F.A.) degree program is a combination of liberal arts general education courses and foundation courses in Art and Art History. The A.F.A. offers you an opportunity to think seriously about a career in visual art making. You will complete the degree with a portfolio to prepare you for transfer to a four-year baccalaureate program in Fine Arts (B.A. or B.F.A.). Students desiring a two-year AFA degree for job placement or enhancement, as well as those returning to school for enrichment purposes, will also benefit from this degree.

Experienced faculty, practicing artists in their own right, will teach you how to identify formal qualities, demonstrate technical processes, and cultivate investigation of the impact of expression in visual art, as well as create art in a wide variety of mediums. Your coursework will cover art and art history from all over the world and across time periods. Additionally, core courses in design, drawing, painting, ceramics, photography, and sculpture lead students to more advanced study and creation in those areas, as well as watercolor, printmaking and direct metal sculpture. You will complete your degree with a portfolio presentation, for which you will select a body of work that has visual or thematic continuity and represents the culmination of your A.F.A. studies. You will install an exhibition of the results of that study. The exhibition will be accompanied by a written artist's statement, all in preparation for an advanced degree.

Fine Arts A.F.A. Degree

Credits 61

Core Courses (6 courses required)

Course	*#*	*Course Name*	*Credits*
ARTS	1121	Drawing I	3.00
ARTS	1125	Ceramics I	3.00
ARTS	1133	Sculpture	3.00
ARTS	1141	Design: Foundations of Studio Art	3.00
ARTS	1142	Painting I	3.00
PHOT	1100	Photography I	3.00

Total Core Credits: 18

Art History (1 course required)

Course	*#*	*Course Name*	*Credits*
ARTS	1111	Art History: Ancient to Medieval	3.00
ARTS	1112	Art History: Renaissance to 18th Century	3.00
ARTS	1113	Art History: Modern to Contemporary	3.00
ARTS	2211	Women in Art	3.00

Total Art History Credits: 3

Additional Studio Courses (3 courses required)

Course	*#*	*Course Name*	*Credits*
ARTS	1132	Printmaking	3.00
ARTS	2212	Painting 2	3.00
ARTS	2213	Watercolor	3.00
ARTS	2221	Life Drawing	3.00
ARTS	2222	Drawing 2	3.00
ARTS	2225	Ceramics 2	3.00
ARTS	2233	Sculpture: Direct Metals	3.00
PHOT	1200	Photography 2	3.00

Total Studio Course Credits: 9

Portfolio Preparation

Course	*#*	*Course Name*	*Credits*
ARTS	2214	A.F.A. Portfolio	2.00

Fine Arts Credits in Associate of Fine Arts Degree: 32

General Education Courses

ENGL 1110: College Writing 1
ENGL 1111: College Writing 2
SPCH: any MnTC Goal Area 1 Speech Communications course
INFS 1000: Information Literacy and Research Skills

Goal Area 3: Natural Sciences

Any course from Goal Area 3.

Goal Area 4: Mathematics/Logical Reasoning

Any course from Goal Area 4.

Goal Area 5: History and the Social and Behavioral Sciences

Any course from Goal Area 5.

Goal Area 6: Humanities and Fine Arts

Any two courses from Goal Area 6 that are NOT in ARTS and PHOT.

Goal Area 7: Human Diversity

Goal Area 9: Ethical and Civic Responsibility

Goal Area 10: People and the Environment

Any one course from either Goal Areas 7, 9 or 10 that is NOT also in Goal Area 6.

General Education Credits in Associate of Fine Arts Degree: 29

Total Degree Credits: 61

Global Studies

- Certificate—30–32 credits

What You Will Learn

The MCTC Global Studies certificate is designed to prepare you with the knowledge and skills necessary to participate effectively in the global workplace and as world citizens who can meet the challenges of an increasingly interdependent global community. You will learn, through a multidisciplinary approach, to see and better understand how people and nations of the world are interconnected with each other and with the natural environment of our planet Earth. By taking a variety of courses with a common focus, you will develop habits of thinking and questioning that will enable you to address complex global political, economic, cultural and environmental issues from diverse perspectives. You will also gain the knowledge and skills to communicate and work collaboratively across borders, with people from a variety of backgrounds and cultures, and the ability to contribute to the creation of a more equitable, sustainable and peaceful world.

The main objective of a Global Studies certificate is to offer educational opportunities for you to become productive, global citizens and future leaders in the community, state, nation and world. This certificate complements many academic fields and any career that benefits from a global perspective. The program helps prepare you for transfer into four-year degree programs that focus on global studies, ethnic, area or environmental studies, international business, international affairs, and development work or other career fields, such as healthcare and law enforcement, that will require you to deal with diverse people and groups.

Where You Could Work

- Environment and health resources centers
- Social service centers
- Advocacy groups
- Cultural resources organization

Global Studies Certificate

Credits: 30–32

Required Courses

Course	*#*	*Course Name*	*Credits*
ACES	1500	Introduction to Global Studies	3.00
ACES	1510	Global Studies: Themes and Trends	3.00
BIOL	1136	Environmental Science	3.00
BIOL	1137	Environmental Science Lab (Race to Save the Planet)**	1.00
INFS	1000	Information Literacy and Research Skills	2.00
*PHIL	1181	Ethics in the Community	3.00
OR			
*PHIL	1171	Ethics (Race to Save the Planet)***	3.00
SPCH	1012	Intercultural Communication	3.00

*Take one of the following: PHIL 1181 or PHIL 1171.

**Required only if student is registered in the Race to Save the Planet module.

***Service Learning required. Students not registering for the Race to Save the Planet module must take PHIL 1181.

Additional Courses

The 12 remaining credits must be chosen from both Global Literacy Electives areas. At least 6 credits should come from:

Global Literacy Electives: History and Social Sciences

AND at least 3 credits from:

Global Literacy Electives: Humanities, Literature and Arts

AND

A list of courses in the Global Literacy Electives may be obtained from an advisor or counselor.

These courses range across nearly all liberal arts areas, including world languages.

Graphic Design and Visual Communication

- A.A.S. Degree—72 credits
- Diploma—64 credits

What You Will Learn

MCTC's Graphic Design program will teach you how to visually communicate important messages and electronically prepare your work for printed reproduction of catalogs, brochures, book jackets, advertisements, packaging, point-of-purchase displays and more.

The program's core set of classes will allow you to specialize in graphic design, or migrate to the Electronic Publishing and Web Design program. In addition, MCTC offers specialized courses to accommodate both degree-seeking students and industry professionals.

Your coursework will cover visual problem-solving, art and design principles, and print production standards, using computer and current design software to create visual solutions for your final projects.

Experienced faculty will teach you how visual elements such as type, graphics, illustration and photography work together to make a design more effective. To simulate a professional creative environment, you will work under tight deadlines to design, lay out and produce a variety of printed pieces. Students' finished projects will create a well-rounded portfolio necessary for entry into the design profession.

Program faculty will help you prepare your portfolio and give you guidelines on job seeking. Students are required to exhibit their work in the program portfolio show. Faculty have developed numerous award-winning partnerships within the industry and community, and students benefit in numerous ways from these alliances.

To successfully complete the program and work in this profession, you will need to own, or have access to, a computer and current design software. You also will need to purchase a large-format portable storage device.

MCTC has an articulation agreement with Metropolitan State University.

Where You Could Work

- Advertising agencies
- Art studios
- Corporate art departments
- Government institutions
- Graphic design firms
- Marketing and public relations firms
- Government and education institutions
- Printing and publishing firms
- Retail and merchandising companies

Students are accepted into this program for fall, spring and summer terms.

Courses in this program require achievement of the following academic skill levels:

- **Reading:** To enroll in these program courses, students must have successfully completed READ 0200 or ESOL 0052 or be declared ready to enroll in READ 1300 on the basis of their reading placement test scores.
- **Math:** To enroll in these program courses, students must have successfully completed MATH 0060 or be declared ready to enroll in MATH 0070 on the basis of your math placement test scores.

Graphic Design and Visual Communication A.A.S. Degree

Credits: 72

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	*#*	*Course Name*	*Credits*
ARTS	1121	Drawing 1	3.00
GRPH	1101	Typography 1	3.00
GRPH	1120	Layout and Design 1	3.00
GRPH	1130	Introduction to Graphics Software	3.00
GRPH	1140	Color Theory	3.00
GRPH	1540	History of Graphic Design	3.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	*#*	*Course Name*	*Credits*
ARTS	1142	Painting 1	3.00
GRPH	1520	Layout and Design 2	3.00
GRPH	1550	QuarkXPress	3.00
GRPH	1560	Print Production 1	3.00
GRPH	1570	Adobe Illustrator	3.00
GRPH	2101	Typography 2	3.00
GRPH	2110	Adobe Photoshop	3.00
GRPH	2130	Graphic Design Problems 1	3.00
GRPH	2165	Print Production	2.00
GRPH	2530	Graphic Design Problems 2	3.00
GRPH	2540	Career Planning/Professional Practices	3.00
GRPH	2550	Portfolio Prep/Exhibit	3.00
General Education Courses (see below)			15.00
Elective Courses (see below)			3.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

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General Education Courses (21 credits)

To complete the Graphic Design and Visual Communication A.A.S., students are required to successfully complete 21 credits of general education coursework. This coursework must be selected from at least three of the MnTC goal areas. A minimum of 3 credits must be completed from Goal Area 1 and 3 credits from Goal Areas 7, 8, 9 or 10. Required general education coursework for the program includes: SPCH 1010, PSYC 1100, ARTS 1121 and ARTS 1142.

Elective Courses

OR

any GRPH, EPUB, PHDI or MPRO courses, with instructor approval.

Course	*#*	*Course Name*	*Credits*
GRPH	1150	Intro to Advertising Art Principles	2.00
GRPH	1151	Pro Seminar: Digital Imaging	1.00
GRPH	1152	Pro Seminar: Desktop Publishing	1.00
GRPH	1153	Pro Seminar: Package Design	1.00
GRPH	2115	Illustration Studio	2.00
GRPH	2145	Graphic Design Internship	2.00
GRPH	2175	Digital Design Studio	2.00

Graphic Design and Visual Communication Diploma

Credits: 64

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	*#*	*Course Name*	*Credits*
ARTS	1121	Drawing 1	3.00
GRPH	1101	Typography 1	3.00
GRPH	1120	Layout and Design 1	3.00
GRPH	1130	Introduction to Graphics Software	3.00
GRPH	1140	Color Theory	3.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	*#*	*Course Name*	*Credits*
ARTS	1142	Painting 1	3.00
GRPH	1520	Layout and Design 2	3.00
GRPH	1540	History of Graphic Design	3.00
GRPH	1550	QuarkXPress	3.00
GRPH	1560	Print Production 1	3.00
GRPH	1570	Adobe Illustrator	3.00
GRPH	2101	Typography 2	3.00
GRPH	2110	Adobe Photoshop	3.00
GRPH	2130	Graphic Design Problems 1	3.00
GRPH	2165	Print Production 2	3.00
GRPH	2530	Graphic Design Problems 2	3.00
GRPH	2540	Career Planning/Professional Practices	3.00
GRPH	2550	Portfolio Prep/Exhibit	3.00
General Education Courses (see below)			6.00
Elective Courses (see below)			4.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (12 credits)

To complete the Graphic Design and Visual Communication diploma, you are required to successfully complete 12 credits of general education coursework. This coursework must be selected from at least three of the MnTC goal areas. A minimum of 3 credits must be completed from Goal Area 1 and 3 credits from Goal Areas 7, 8, 9 or 10. Specific courses that are required are ARTS 1121 and ARTS 1142.

Elective Courses

OR

Any GRPH, EPUB, PHDI or MPRO courses, with instructor approval.

Course	*#*	*Course Name*	*Credits*
GRPH	1150	Intro to Advertising Art Principles	2.00
GRPH	1151	Pro Seminar: Digital Imaging	1.00
GRPH	1152	Pro Seminar: Desktop Publishing	1.00
GRPH	1153	Pro Seminar: Package Design	1.00
GRPH	1160	Creativity for Visual Communication	2.00
GRPH	2115	Illustration Studio	2.00
GRPH	2145	Graphic Design Internship	2.00
GRPH	2175	Digital Design Studio	2.00

Healthcare Core Curriculum

- Healthcare Core Curriculum—4 credits
- Healthcare Core Curriculum Level 2—4 credits

What You Will Learn

Healthcare careers are varied and many. When pursuing health-related occupations, you will perform specific functions according to a chosen career. The Healthcare Core Curriculum is the Minnesota State Colleges and Universities (MnSCU)-approved standardized curriculum. It serves as a pathway for health education, assisting you to explore areas of career interest and develop an awareness of workplace expectations. Possible areas may include direct client care, community health worker, blood drawing, central services technician and dental office support personnel.

The Healthcare Core Curriculum provides knowledge that is applicable for employment in a wide range of health care and human service settings. Eight modules provide you with the skills and principles necessary for entry-level positions in health care. Coursework includes:

- An overview of career opportunities available
- Roles of healthcare workers
- Licensure or credentialing requirements
- Behaviors suitable for the workplace
- Employer expectations
- Effective communication skills
- Respect for the diversity of staff and clients
- Awareness of client needs
- Legal and ethical implications in healthcare settings
- Safety issues in the workplace
- Medical terminology

In addition, you will learn a model for effective problem-solving that may be applied to workplace-related issues.

Since it is vital to maintain highhealth care standards in all health-related facilities, you will need to pass a background check requirement and meet specific health requirements as you progress within the curriculum.

Where You Could Work

The Healthcare Core Curriculum is intended as a pathway in healthcare-related education. After completion of the Healthcare Core Curriculum, you will apply the skills and knowledge learned to a specific program of interest in healthcare.

- Nursing assistant
- Phlebotomist
- Medical secretary
- Medical coder
- Nursing
- Dental office support personnel
- Community health worker
- Central services technician

How You Apply

You may register for the Healthcare Core Curriculum after applying to the College and completing assessment testing. Students must place into READ 0200 or ESOL 0052 or equivalent; ENGL 0900 or ESOL 0051; and MATH 0060.

Healthcare Core Curriculum

Credits: 4

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	*#*	*Course Name*	*Credits*
HCCC	1000	Health Career Exploration	0.00
HCCC	1010	Behaviors for Success in Health Careers	0.50
HCCC	1020	Communication in Healthcare	1.00
HCCC	1030	Awareness and Sensitivity to Client Needs	0.50
HCCC	1040	Respecting Client and Staff Diversity	0.50
HCCC	1050	Healthcare Safety and Standard Precautions	0.50
HCCC	1060	Legal Issues in Healthcare	0.50
HCCC	1070	Health Care Ethics	0.50

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester or 4-credit HCCC sequence.

Healthcare Core Curriculum Level 2

Credits: 4

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester.)

Course	*#*	*Course Name*	*Credits*
HCCC	1080	Nursing Assistant Skill Set	2.00
HCCC	1100	Medical Terminology	1.00
HCCC	1200	Dosage Calculations	1.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester.

Heating, Ventilation, Air Conditioning and Refrigeration

- A.A.S. Degree—72 credits
- Diploma—64 credits

What You Will Learn

MCTC's Heating, Ventilation, Air Conditioning and Refrigeration program will train you to diagnose problems, perform repairs and conduct maintenance on residential and commercial heating, ventilation, air conditioning and refrigeration (HVACR) systems.

Through coursework and hands-on laboratory exercises, you will learn Minnesota Energy Code requirements and diagnostic procedures for HVACR equipment. You will be trained to fabricate sheet metal and copper, as well as plastic and steel piping. Experienced instructors will prepare you to work with advanced electrical controls, heat recovery ventilators, air-cleaning devices, sophisticated air-measurement equipment and carbon-monoxide-testing instruments.

You will receive advanced training in indoor-air-quality technologies and commercial and residential heat pumps. Indoor-air-quality training is provided in a specially designed on-site facility.

To participate in the program, you should have a strong mechanical aptitude, strong math skills and enjoy problem-solving. You also must have above-average manual dexterity, be in good physical condition to perform lifting, and be comfortable with heights and climbing ladders. All program participants must purchase approximately $900 in tools.

During the first year of the program, you will take the same courses as students in the Construction Electricity program, which will give you more electrical training than programs at other technical colleges. This gives you the opportunity to complete both the HVACR and the Construction Electricity programs in just three years.

To schedule a lab tour or discuss the program, call Greg Skudlarek or Jory Leksen at 612-659-6424.

MCTC has an articulation agreement with Ferris State University.

Where You Could Work

- HVAC residential service companies
- HVACR commercial service companies
- Gas utilities
- Commercial buildings (HVAC maintenance)
- HVACR equipment sales companies

Students are accepted into this program for fall semester only.

Courses in this program require achievement of the following academic skill levels:

- **Reading:** To enroll in these program courses, students must have successfully completed READ 0200 or ESOL 0052 or be declared ready to enroll in READ 1300 on the basis of their reading placement test scores.
- **Writing:** To enroll in these program courses, students must have successfully completed ESLP 0041 or be declared ready to enroll in ENGL 0900 or ESOL 0051 on the basis of their writing placement test scores.
- **Math:** To enroll in these program courses, students must have successfully completed MATH 0070 or be declared ready to enroll in MATH 0080 on the basis of their math placement test scores.

Heating, Ventilation, Air Conditioning and Refrigeration A.A.S. Degree

Credits: 72

Introductory Courses

(Listed below are required courses we suggest students choose from during your first semester in this program.)

Course	#	Course Name	Credits
CNEL	1000	Introductory Electric Circuits	2.00
HVAC	1000	Refrigeration Fundamentals	2.00
HVAC	1050	Trade Tools and Test Instruments	2.00
HVAC	1100	Metal Fabrication	2.00
HVAC	2000	Service Procedures for HVACR Technicians	1.00
General Education Courses (see below)			6.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	#	Course Name	Credits
CNEL	1025	Introduction to Electric Motors	2.00
CNEL	1050	A.C. Circuit Analysis	3.00
CNEL	1100	Single Phase Transformer Principles	1.00
CNEL	1150	Introductory Motor Controls	2.00
HVAC	1150	Refrigeration Management	2.00
HVAC	1250	Interpreting Schematic Drawings	2.00
HVAC	1300	HVAC and R Controls	2.00
HVAC	2010	HVAC and R Internship 1	1.00
HVAC	2100	HVAC Design	2.00
HVAC	2150	Central Air Conditioners	2.00
HVAC	2200	Commercial Air Conditioners	2.00
HVAC	2250	Heat Pumps	2.00
HVAC	2300	Commercial Refrigeration	6.00
HVAC	2350	Commercial Ice Machines	2.00
HVAC	2400	HVAC Rooftop Systems	2.00
HVAC	2450	Indoor Air Quality	2.00
HVAC	2500	Gas-Fired Furnaces	3.00
HVAC	2550	Oil-Fired Furnaces	1.00
HVAC	2600	Residential Boilers	2.00
HVAC	2650	HVAC Sheet Metal	3.00
General Education Courses (see below)			12.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (18 credits)

To complete the Heating, Ventilating, Air Conditioning and Refrigeration A.A.S., students are required to successfully complete 18 credits of general education coursework. This coursework must be selected from at least three of the MnTC goal areas. A minimum of 3 credits must be completed from Goal Area 1 and 3 credits from Goal Areas 7, 8, 9 or 10.

Heating, Ventilation, Air Conditioning and Refrigeration Diploma

Credits: 64

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	#	Course Name	Credits
CNEL	1000	Introductory Electric Circuits	2.00
CNEL	1025	Introduction to Electric Motors	2.00
HVAC	1000	Refrigeration Fundamentals	2.00
HVAC	1050	Trade Tools and Test Instruments	2.00
HVAC	1150	Refrigerant Management	2.00
General Education Courses (see below)			9.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	#	Course Name	Credits
CNEL	1050	A.C. Circuit Analysis	3.00
CNEL	1100	Single Phase Transformer Principles	1.00
CNEL	1150	Introductory Motor Controls	2.00
HVAC	1100	Metal Fabrication	3.00
HVAC	1250	Interpreting Schematic Drawings	2.00
HVAC	1300	HVAC and R Controls	2.00
HVAC	2000	Service Procedures for HVACR Technicians	1.00
HVAC	2010	HVAC and R Internship 1	1.00
HVAC	2050	HVAC and R Internship 2	1.00
HVAC	2100	HVAC Design	2.00
HVAC	2150	Central Air Conditioners	2.00
HVAC	2200	Commercial Air Conditioners	2.00
HVAC	2250	Heat Pumps	2.00
HVAC	2300	Commercial Refrigeration	6.00
HVAC	2350	Commercial Ice Machines	2.00
HVAC	2400	HVAC Rooftop Systems	2.00
HVAC	2450	Indoor Air Quality	2.00
HVAC	2500	Gas-Fired Furnaces	3.00
HVAC	2550	Oil-Fired Furnaces	1.00
HVAC	2600	Residential Boilers	2.00
HVAC	2650	HVAC Sheet Metal	3.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (9 credits)

To complete the Heating, Ventilating, Air Conditioning and Refrigeration diploma, students are required to successfully complete 9 credits of general education coursework. This coursework must be selected from at least two of the MnTC goal areas. A minimum of 3 credits must be completed from Goal Area 1 and 3 credits from Goal Areas 7, 8, 9 or 10.

Homeland Security Specialist

- A.A.S. Degree—69 credits
- Basic Certificate—15 credits
- Emergency Management Certificate—15 credits
- Planning Certificate—15 credits

What You Will Learn

MCTC's Homeland Security Specialist program will prepare you to enter employment in a variety of organizations tasked with responsibility to protect the community from the effects of natural and man-made disasters. The homeland security and disaster management field is a vibrant and growing industry. As federal and state regulations, including Occupational Safety and Health Administration (OSHA), require more resource allocation to preparation for, and management of, terrorist attacks and man-made or natural disasters, the need for skilled personnel in the field is increasing.

This new and exciting career field is becoming as essential a component to public safety as law enforcement, fire protection services and emergency medical services. In fact, you will find that the concepts and practice of homeland security combine and integrate all the public safety components, as well as public works, public utilities, industry, and many other phases of the community.

The curriculum of the Homeland Security Specialist associate in applied science degree (A.A.S.) is designed to introduce you to the concepts and theory of homeland security and emergency management. You then move to specific skills required to operate in this field, such as responding to hazardous-material and weapons-of-mass-destruction incidents; working in command and control centers; providing crisis management and recovery from disaster; and preparing and executing contingency plans.

In addition to program courses in Homeland Security, by completing the A.A.S. degree you can easily transition to MCTC's Law Enforcement Certificate program to prepare to take the state peace officer license examination. You must be a U.S. citizen, however, to enter the law enforcement profession. To become a corrections officer or police officer, you will be required to successfully pass extensive criminal background checks. Even if you choose not to pursue law enforcement, you will have received a well-rounded criminal justice background.

Where You Could Work

- Federal, state, county, or municipal homeland security or emergency management centers
- Private industrial or commercial organizations
- Private security organizations

Students are accepted into this program for fall, spring, and summer terms.

Courses in this program require achievement of the following academic skill levels:

- **Reading:** To enroll in these program courses, students must have successfully completed READ 0200 or ESOL 0052 or be declared ready to enroll in READ 1300 on the basis of their reading placement test scores.
- **Writing:** To enroll in these program courses, students must have successfully completed ENGL 0900 or ESOL 0051 or be declared ready to enroll in ENGL 1110 on the basis of their writing placement test score.

Homeland Security Specialist A.A.S. Degree

Credits: 69

First Semester

Course	#	Course Name	Credits
ENGL	1110	College English 1	3.00
SOCI	1105	Introduction to Sociology	3.00
HLTH	2249	First Responder	3.00
HLSC	1000	Introduction to Homeland Security	3.00
HLSC	1110	Emergency Management Systems	3.00
HLSC	1220	Hazardous Materials Awareness	3.00

Second Semester

Course	#	Course Name	Credits
ENGL	1111	College English 2	3.00
SOCI	2155	Introduction to Criminal Justice	3.00
LAWE	1215	Police and Community	3.00
HLSC	1330	GIS for Homeland Security	3.00
HLSC	1400	Emergency Management Command and Control	3.00
HLSC	2200	Terrorism and Emergency Management	3.00

Third Semester

Course	#	Course Name	Credits
SOCI	2115	Family Violence	3.00
LAWE	1220	Juvenile Justice	3.00
PSYC	1100	Applying Psychology	3.00
HLSC	2220	Hazardous Risk Assessment	3.00
HLSC	2330	Crisis Management, Recovery and Continuity	3.00
HLSC	2440	Weapons of Mass Destruction	3.00

Fourth Semester

Course	#	Course Name	Credits
PHIL	1171	Ethics	3.00
SOCI	2145	American Minority Relations	3.00
PSCI	1101	American Government and Politics	3.00
HLSC	2500	Homeland Security Contingency Planning	3.00
HLSC	2550	Homeland Security Practicum	3.00

Homeland Security Basic Certificate

Credits: 15

Course	#	Course Name	Credits
HLSC	1000	Introduction to Homeland Security	3.00
HLSC	1110	Emergency Management Systems	3.00
HLSC	1220	Hazardous Materials Awareness	3.00
HLSC	2200	Terrorism and Emergency Management	3.00
HLSC	2440	Weapons of Mass Destruction	3.00

Homeland Security Emergency Management Certificate

Credits: 15

Course	#	Course Name	Credits
HLSC	1000	Introduction to Homeland Security	3.00
HLSC	1110	Emergency Management Systems	3.00
HLSC	1400	Emergency Management Command and Control	3.00
HLSC	2330	Crisis Management, Recovery and Continuity	3.00
HLSC	2550	Homeland Security Practicum	3.00

Homeland Security Planning Certificate

Credits: 15

Course	#	Course Name	Credits
HLSC	1330	GIS for Homeland Security	3.00
HLSC	2220	Hazardous Risk Assessment	3.00
HLSC	2330	Crisis Management, Recovery and Continuity	3.00
HLSC	2440	Weapons of Mass Destruction	3.00
HLSC	2500	Homeland Security Contingency Planning	3.00

Human Services

- A.S. degree—62 credits
- Diploma—38 credits

What You Will Learn

MCTC's Human Services program will prepare you to work in community settings to assist and advocate for people who face social, emotional, or developmental challenges and barriers.

The program integrates theory and skills practice and emphasizes peer interaction and group learning projects. You will be able to take advantage of a variety of courses that focus on the history of the human services field, social policy, multicultural factors, system change and advocacy.

Throughout the program, you will get to know and work with faculty and other students who want to make a difference in people's lives. Experienced instructors will teach you interviewing, basic case management, and group skills using lecture, role play, and video feedback. A supervised, semester-long community service internship will give you a chance to put your skills to work and gain valuable experience in the field. **To be eligible for your internship, you must successfully complete a state of Minnesota criminal background check.**

Many graduates transfer to bachelor's degree programs. MCTC has an articulation agreement with Metropolitan State University.

Where You Could Work

- Family outreach and advocacy programs
- Residential and community youth service organizations
- Nonprofit and government social service agencies
- School and educational settings
- Group homes
- Community centers
- Culturally focused service agencies
- Housing resource programs

Students are accepted into this program fall and spring semesters only.

Courses in this program require achievement of the following academic skill levels:

- **Writing:** To enroll in these program courses, students must have successfully completed ENGL 0900 or ESOL 0051 or be declared ready to enroll in ENGL 1110 on the basis of their writing placement test scores.

Summer internships in our program are reserved **only** for students who are completing the 38-credit diploma in Human Services and who have no intention of continuing on for the A.S. degree in Human Services at MCTC. Most students in our program are pursuing the A.S. degree. They must plan for internship during fall or spring semesters. Occasionally, we have a student who intends to complete only a diploma (e.g. already has an associate's or bachelor's degree, or is undergoing a career change). He or she could be eligible for a summer internship.

Human Services A.S. Degree

Credits: 62

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	*#*	*Course Name*	*Credits*
HSER	1001	Introduction to Human Services and Career Assessment	4.00
HSER	1002	Multicultural Aspects of Human Services	2.00
HSER	1003	Systems of Change and Intervention	3.00
HSER	1004	Individual Counseling Skills	4.00
General Education Courses (see below)			9.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	*#*	*Course Name*	*Credits*
HSER	2001	Introduction to Group Skills	3.00
HSER	2002	Case Management Skills	4.00
HSER	2004	Internship	6.00
General Education Courses (see below)			21.00
Elective Courses (see below)			4.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (30 credits)

To complete the Human Services A.S., students are required to successfully complete 30 credits of general education coursework. This coursework must be selected from at least six of the MnTC goal areas. A minimum of 6 credits must be completed from Goal Area 1 and 3 credits from Goal Areas 7, 8, 9 or 10, specifically ENGL 1110, ENGL 1111 and SOCI 2115. Students who are not already computer literate should take a computer applications class or an independent study/ online tutorial. HSER 2004 and HSER 2005 may be taken fall and spring terms only.

Elective Courses

Electives may be taken any semester. Choose **4 credits** from the following:

Course	#	Course Name	Credits
HSER	1051	Current Issues in Human Services	1.00
HSER	1052	Current Issues in Human Services	2.00
HSER	1110	Working with Youth	2.00
HSER	1111	Using Personality Types in Human Services	2.00
HSER	1120	Youth Field Experience	2.00

Human Services Diploma

Credits: 38

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	#	Course Name	Credits
HSER	1001	Introduction to Human Services and Career Assessment	4.00
HSER	1002	Multicultural Aspects of Human Services	2.00
HSER	1003	Systems of Change and Intervention	3.00
HSER	1004	Individual Counseling Skills	4.00
Elective Courses (see below)			4.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

Course	#	Course Name	Credits
HSER	2001	Introduction to Group Skills	3.00
HSER	2002	Case Management Skills	4.00
HSER	2003	Internship Assessment and Preparation	1.00
HSER	2004	Internship	6.00
HSER	2005	Internship Seminar	1.00
SOCI	2115	Family Violence	3.00
General Education Courses (see below)			3.00

General Education Courses (6 credits)

To complete the Human Services diploma, students are required to successfully complete SOCI 2115 and 3 additional credits from MnTC Goal Area 1. HSER 2004 and HSER 2005 may be taken fall, spring or summer terms.

Elective Courses

Electives may be taken any semester. Choose **4 credits** from the following:

Course	#	Course Name	Credits
HSER	1051	Current Issues in Human Services	1.00
HSER	1052	Current Issues in Human Services	2.00
HSER	1110	Working with Youth	2.00
HSER	1111	Using Personality Types in Human Services	2.00
HSER	1120	Youth Field Experience	2.00

Jewelry Gemology

- Certificate—15 credits

What You Will Learn

MCTC's Jewelry Gemology certificate program prepares you to use a variety of gemological instruments to analyze and identify gemstones such as diamonds, rubies and emeralds, and to distinguish natural from synthetic stones.

You will study the history and folklore of diamonds and colored stones, the scientific properties of colored stones, methods of grading diamonds, and identification of stone treatments and enhancements. You also will learn how to use gemological instruments such as binocular microscopes, refractometers, Prism 1000 Spectroscopes, dichroscopes and polariscopes.

In addition to hands-on training, you will receive preparation related to jewelry store operation, sales techniques, visual merchandising, retail trends, advertising techniques and Federal Trade Commission guidelines for the jewelry industry.

MCTC's Jewelry Gemology program is the only one of its kind in an institution of higher learning in the Upper Midwest. Experienced and certified faculty ensure that graduates have the technical knowledge to become valued members of the profession and that they are prepared to practice with the integrity required to handle rare and valuable gems every day.

Jewelry gemology work requires good eyesight, color identification (cannot be color blind), and good hand-eye coordination. To participate in the program, you must purchase some hand tools and minor supplies.

Where You Could Work

- Jewelry stores
- Wholesale diamond dealers
- Wholesale colored stone dealers
- Art boutiques
- Jewelry manufacturers
- Jewelry wholesalers
- Insurance companies

Students are accepted into this program both fall and spring semesters.

Courses in this program require achievement of the following academic skill levels:

- **Reading:** To enroll in program courses, students must have successfully completed READ 0100 or be placed into READ 0200 or be placed or have faculty recommendation into ESOL 0052.

Jewelry Gemology Certificate

Credits: 15

The Jewelry Gemology certificate requires satisfactory completion of the following five courses:

Course	*#*	*Course Name*	*Credits*
JLRY	1810	Basic Gemology	3.00
JLRY	1811	Advanced Gemology	3.00
JLRY	1820	Diamonds	3.00
JLRY	1825	Diamond Grading	3.00
JLRY	1830	Fundamentals of Retail Jewelry	3.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

Jewelry Manufacturing and Repair

- A.A.S. Degree—60 credits
- Diploma—42 credits
- Jewelry Manufacturing Technician Certificate—29 credits
- Jewelry Repair Technician Certificate—29 credits

What You Will Learn

MCTC's Jewelry Manufacturing and Repair Program prepares you to design, manufacture and repair jewelry utilizing proven methods used for generations, as well as the latest technologies.

The program emphasizes hands-on learning, during which you gain skill in constructing jewelry prototypes, making and cutting molds, soldering and casting precious metals, and setting stones. You will also study the qualities and characteristics of stones important to the work of the bench jeweler and have the opportunity to gain more in-depth knowledge about gemstones by taking elective coursework in advanced gemology, diamonds and diamond grading. Instructors with industry backgrounds will teach you to polish a variety of jewelry items, use an array of intricate tools, and repair everything from gold chains to diamond rings—sizing, soldering, resetting and assembling various components.

This program is the only one of its kind in the Upper Midwest. The classroom is divided into individual stations where you will work on a variety of projects and master different technical applications. Upon graduation, you will be prepared to assume an entry-level apprentice jeweler position.

Jewelry manufacturing and repair requires attention to detail, good hand-eye coordination and the ability to sit in one place for extended periods of time. You will spend up to approximately $500 to purchase hand tools that are essential for successfully carrying out the requirements of program coursework and that are critical to success in the profession.

Where You Could Work

- Jewelry manufacturers
- Jewelry repair shops
- Retail jewelry stores with repair centers
- Self-employment

Students are accepted into this program both fall and spring semesters.

MCTC has articulation agreements with Metropolitan State University that permit transfer of the A.A.S. in Jewelry Manufacturing and Repair to the B.A.S. in Organizational Administration and to the B.A.S. in Industrial Management.

Courses in this program require achievement of the following academic skill levels:

- **Reading:** To enroll in program courses, students must have successfully completed READ 0100 or be placed into READ 0200 or be placed or have faculty recommendation into ESOL 0052.

Jewelry Manufacturing and Repair A.A.S. Degree

Credits: 60

Introductory courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	*#*	*Course Name*	*Credits*
JLRY	1500	Jewelry Sawing/Soldering Finishing	2.00
JLRY	1510	Basic Chain Construction	2.00
JLRY	1520	Ring Construction/Sizing/Services	2.00
JLRY	1545	Lost Wax Casting	2.00
JLRY	1620	Jewelry Design	2.00
JLRY	1700	Diamond Prong Setting	2.00
JLRY	1900	Gemology for the Bench Jeweler	2.00

Advanced Courses

(Listed below are required courses we suggest you choose from during subsequent semesters in this program)

Course	*#*	*Course Name*	*Credits*
JLRY	1565	Silicone and Rubber Mold Making	2.00
JLRY	1580	Wax Carving	2.00
JLRY	1595	Jewelry Repair	2.00
JLRY	1605	Jewelry Special Orders	2.00
JLRY	1680	Advanced Wax Carving	2.00
JLRY	1695	Jewelry Manufacturing	2.00
JLRY	1710	Diamond Channel Setting	2.00
JLRY	1720	Diamond Plate Setting	2.00
JLRY	1730	Bezel Stone Setting	2.00
JLRY	1925	Portfolio	2.00
JLRY	2131	Advanced Jewelry Projects 2	2.00
General Education Courses (see below)			21.00
Elective Courses (see below)			3.00

General Education Courses (21 credits)

To complete the Jewelry Manufacturing and Repair A.A.S. degree, students are required to successfully complete 19 credits of general education coursework. This coursework must be selected from at least 3 of the MnTC goal areas. A minimum of 3 credits must be completed from Goal Area 1, and 3 credits from Goal Areas 7, 8, 9 or 10.

Elective Courses

Select three additional credits from the Jewelry courses offered.

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

continued on next page

Jewelry Manufacturing and Repair Diploma

Credits: 42

Introductory courses

(Listed below are required courses we suggest students choose from during their first semester in this program)

Course	#	Course Name	Credits
JLRY	1500	Jewelry Sawing/Soldering Finishing	2.00
JLRY	1510	Basic Chain Construction	2.00
JLRY	1520	Ring Construction/Sizing/Services	2.00
JLRY	1545	Lost Wax Casting	2.00
JLRY	1620	Jewelry Design	2.00
JLRY	1700	Diamond Prong Setting	2.00
JLRY	1900	Gemology for the Bench Jeweler	2.00

Advanced Courses

(Listed below are required courses we suggest students choose from during subsequent semesters in this program.)

Course	#	Course Name	Credits
JLRY	1565	Silicone and Rubber Mold Making	2.00
JLRY	1580	Wax Carving	2.00
JLRY	1595	Jewelry Repair	2.00
JLRY	1605	Jewelry Special Orders	2.00
JLRY	1680	Advanced Wax Carving	2.00
JLRY	1695	Jewelry Manufacturing	2.00
JLRY	1710	Diamond Channel Setting	2.00
JLRY	1720	Diamond Plate Setting	2.00
JLRY	1730	Bezel Stone Setting	2.00
JLRY	1925	Portfolio	2.00
JLRY	2131	Advanced Jewelry Projects 2	2.00
General Education Courses (see below)			6.00

General Education Courses (6 credits)

To complete the Jewelry Manufacturing and Repair A.A.S. degree, students are required to successfully complete 6 credits of general education coursework. A minimum of 3 credits must be completed from Goal Area 1, and 3 credits from Goal Areas 7, 8, 9 or 10.

First semester courses will generally be selected with the assistance of a counselor or advisor during orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

Jewelry Manufacturing Technician Certificate

Credits: 29

Introductory courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	#	Course Name	Credits
JLRY	1500	Jewelry Sawing/Soldering Finishing	2.00
JLRY	1510	Basic Chain Construction	2.00
JLRY	1520	Ring Construction/Sizing/Services	2.00
JLRY	1545	Lost Wax Casting	2.00
JLRY	1620	Jewelry Design	2.00
JLRY	1700	Diamond Prong Setting	2.00
JLRY	1900	Gemology for the Bench Jeweler	2.00

Advanced Courses

(Listed below are required courses we suggest you choose from during subsequent semesters in this program)

Course	#	Course Name	Credits
JLRY	1565	Silicone and Rubber Mold Making	2.00
JLRY	1580	Wax Carving	2.00
JLRY	1680	Advanced Wax Carving	2.00
JLRY	1695	Jewelry Manufacturing	2.00
JLRY	1925	Portfolio	2.00
JLRY	2131	Advanced Jewelry Projects 2	2.00
General Education Courses (see below)			3.00

General Education Courses (3 credits)

To complete the Jewelry Manufacturing Technician certificate, students are required to successfully complete 3 credits of general education coursework from MnTC Goal Area 1.

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

Jewelry Repair Technician Certificate

Credits: 29

Introductory courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	*#*	*Course Name*	*Credits*
JLRY	1500	Jewelry Sawing/Soldering Finishing	2.00
JLRY	1510	Basic Chain Construction	2.00
JLRY	1520	Ring Construction/Sizing/Services	2.00
JLRY	1545	Lost Wax Casting	2.00
JLRY	1620	Jewelry Design	2.00
JLRY	1700	Diamond Prong Setting	2.00
JLRY	1900	Gemology for the Bench Jeweler	2.00

Advanced Courses

(Listed below are required courses we suggest students choose from during subsequent semesters in this program.)

Course	*#*	*Course Name*	*Credits*
JLRY	1595	Jewelry Repair	2.00
JLRY	1605	Jewelry Special Orders	2.00
JLRY	1710	Diamond Channel Setting	2.00
JLRY	1720	Diamond Plate Setting	2.00
JLRY	1730	Bezel Stone Setting	2.00
JLRY	1925	Portfolio	2.00
General Education Courses (see below)			3.00

General Education Courses (3 credits)

To complete the Jewelry Repair Technician certificate, students are required to successfully complete 3 credits of general education coursework from MnTC Goal Area 1.

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

Law Enforcement

- A.S. Degree—64 credits
- Certificate—21 credits

What You Will Learn

MCTC's Law Enforcement Program will prepare you to become a professional law enforcement officer who thinks clearly, applies communication and human behavior principles to the job, and effectively uses hands-on skills as the situation requires.

MCTC's Center for Criminal Justice and Law Enforcement is accredited by the Minnesota Board of Peace Officer Standards and Training and is the only program in the Twin Cities that provides both the academic and skills components of the mandated law enforcement curriculum. As a result, your coursework will be varied—from learning Minnesota statutes and the U.S. Constitution, to studying criminal and traffic law, to training for the many skills used in daily law enforcement, such as:

- Handling and using firearms
- Decision shooting
- Armed and unarmed defensive tactics
- High-speed and pursuit driver techniques
- Low- and high-risk traffic stop tactics
- In-progress crimes and domestic violence tactics
- Criminal investigation and arrest procedures
- Traffic law enforcement and accident investigation

Faculty members include current and past law enforcement officers who will use their broad experience, as well as some of the latest technologies, to give you the best and most practical training possible. For example, decision shooting exercises use DVD technology with interactive scenarios so you can learn to think and react quickly to life-threatening situations. You also may find yourself confronting typical law enforcement problems in a realistic simulation lab, wherein your actions and techniques are videotaped for later review and analysis.

To enter the program, you will need to possess a valid driver's license, be able to pass a criminal background check, and not be prohibited by state or federal law from possessing a firearm. You also must purchase a uniform, utility belt, and gym wear, and have sufficient strength, flexibility, and cardiovascular endurance to satisfactorily complete the firearms, defensive tactics, and patrol tactics included in the skills portion of the program.

Once you complete the program, you will be eligible to take the state's Peace Officer Licensing Examination required to be eligible for entry-level law enforcement positions with state, county or local government agencies. You must be a U.S. citizen, however, to enter the law enforcement profession.

MCTC has an articulation agreement with Metropolitan State University, should you decide to pursue a four-year degree.

Where You Could Work

- Police departments
- Sheriff's departments
- Department of Natural Resources
- Minnesota State Patrol
- Private security organizations
- Some federal law enforcement agencies

Students are accepted into this program for fall and spring semesters only.

Courses in this program require achievement of the following academic skill levels:

- **Reading:** To enroll in these program courses, students must have successfully completed READ 0200 or ESOL 0052 or be declared ready to enroll in READ 1300 on the basis of their reading placement test scores.
- **Writing:** To enroll in these program courses, students must have successfully completed ENGL 0900 or ESOL 0051 or be declared ready to enroll in ENGL 1110 on the basis of their writing placement test scores.

Law Enforcement A.S. Degree

Credits: 64

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester.)

Course	*#*	*Course Name*	*Credits*
ENGL	1110	College English 1	3.00
ENGL	1111	College English 2	3.00
HLTH	2249	First Responder	3.00
PHIL	1171	Ethics	3.00
LAWE	1215	Police and Community	3.00
LAWE	1220	Juvenile Justice	3.00
PHED	1180	Fitness Intensity Training	1.00
LAWE	2251	Criminal Justice "Service Learning Internship"	1.00
*PSYC	1100	Applying Psychology	3.00
OR			
*PSYC	2260	Social Psychology	3.00
OR			
*PSYC	1110	General Psychology	4.00
SOCI	1105	Introduction to Sociology	3.00
SOCI	2115	Family Violence	3.00
SOCI	2145	American Minority Relations	3.00
SOCI	2155	Introduction to Criminal Justice	3.00
SPCH	1010	Interpersonal Communication	3.00
General Education Courses (see next page)			5.00

*Take one of the following: PSYC 1100, PSYC 1110 or PSYC 2260.

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	#	Course Name	Credits
LAWE	2225	Criminal Investigation	3.00
LAWE	2230	Legal Issues and Law Enforcement	3.00
LAWE	2231	MN Criminal and Traffic Codes	3.00
LAWE	2240	Patrol Operations	3.00
LAWE	2251	Criminal Justice Service Learning	1.00–3.00
LAWE	2299	Law Enforcement Integrated Practicum	9.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

To enroll in the Advanced Courses (Professional Licensing program), students must have completed with a minimum "C" grade in each course and an overall 2.50 GPA the following Introductory Courses: ENGL 1110, ENGL 1111, LAWE 1215, LAWE 1220, PSYC 1100, PSYC 1110 or PSYC 2260, SOCI 1105, SOCI 2115, SOCI 2145, and SOCI 2155. To enroll in the Advanced Courses students must also be admitted to the Professional Licensing program at MCTC's Center for Criminal Justice and Law Enforcement. See the MCTC Law Enforcement website and/or call the center at 651-999-7600 for additional information.

General Education Courses (5 credits)

To complete the Law Enforcement A.S. degree, students are required to successfully complete 30 credits of general education coursework. Twenty-five of these credits are specified in the program requirements. The remaining 5 credits can be selected from any of the MnTC goal areas.

Law Enforcement Certificate

Credits: 21

The Law Enforcement Certificate program is open to students who are not seeking an A.S. degree in Law Enforcement from MCTC and who have been admitted to the Professional Licensing program at the Center for Criminal Justice and Law Enforcement. Students in the certificate program must have already earned a minimum two-year degree from a regionally accredited college as required by Minnesota law to be eligible to take the Minnesota Post Board exam. Call the Center at 651-999-7600 for additional information.

First Semester

Course	#	Course Name	Credits
LAWE	2225	Criminal Investigation	3.00
LAWE	2230	Legal Issues and Law Enforcement	3.00
LAWE	2231	MN Criminal and Traffic Codes	3.00
LAWE	2240	Patrol Operations	3.00

Total Semester Credits: 12

Second Semester

Course	#	Course Name	Credits
LAWE	2299	Law Enforcement Integrated Practicum	9.00

Total Semester Credits: 9

Legal Office Specialist

- Legal Office Specialist Certificate—28 credits

What You Will Learn

This program will provide you with the skills and proficiencies required to work in modern law offices, legal departments of corporations, government offices, legal aid offices and courts. The coursework will develop your skills for processing legal documents, understanding legal terminology and documentation, working with legal software applications, executing law office procedures, keeping records, billing, becoming aware of applicable policies and regulations for the Minnesota legal system, and comprehending professional standards and ethics.

Where You Could Work

- Court systems
- Private legal offices and firms
- Federal, state, and local government offices
- Administrative agencies
- Corporate legal departments
- Real-estate offices
- Legal transcription services
- General offices

Note: This program is the result of a unique partnership with the 12 largest Downtown Minneapolis law firms. Representatives from these law offices assisted with the creation of the curriculum for this award and are seeking qualified graduates of this program.

Students are accepted into this program for fall and spring semesters only. An opportunity to receive credit for prior learning or experience in the form of MCTC's Credit by Exam process is available.

Courses in this program require achievement of the following academic skill levels:

- **Reading:** Placement into READ 0200 or ESOL 0052 or completion of READ 0100 or ESOL 0042 and faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

Legal Office Specialist Certificate

Credits: 28

Introductory Courses

(Listed below are the required courses we suggest students chose from during their first semester).

Course	*#*	*Course Name*	*Credits*
BTEC	1010	Fundamentals of Business Computers	2.00
BTEC	1060	Keyboarding	3.00
BTEC	1160	Legal Office Procedures	3.00
BTEC	1800	Business Culture and Communication	3.00
BTEC	1835	Business English	3.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	*#*	*Course Name*	*Credits*
BTEC	1165	Legal Transcription	3.00
BTEC	2375	Written Business Communication	3.00
BTEC	2730	The Professional Office	3.00
BTEC	2775	Power Keyboarding	2.00
SPCH	1010	Interpersonal Communication	3.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning the first semester in the program.

Library Information Technology

- Library Information Technology
  A.S. Degree—63 credits
- Public Information Services Certificate—13–14 credits
- Technical Information Services Certificate—13–14 credits

What You Will Learn

MCTC's Library Information Technology program will equip you with the practical and conceptual skills needed to work in highly automated libraries and information agencies.

The program will cover automated library circulation, acquisitions, serials and cataloging systems, and computer applications unique to the industry. You will be trained to design user-friendly Web pages and effectively search online databases and the Internet. You will also learn about ethical and legal issues related to information use and production, and develop skills for critical thinking and moral reasoning.

As part of the degree program, you will have the opportunity to take special courses dealing with alternative media and participate in a semester-long internship.

The A.S. degree is designed for persons seeking careers as paraprofessionals and for anyone wishing to transfer elsewhere for a bachelor's degree. The certification programs are designed for those already working in libraries and information agencies who seek additional training.

MCTC has an articulation agreement with St. Cloud State University and pending agreements with other nearby institutions.

Where You Could Work

- Public libraries
- Academic libraries
- School media centers
- Corporate libraries
- Special libraries
- Bookstores

How You Apply

To apply to this program, students must submit a general College Application, attend an Orientation session (in person or online) and take the reading and writing assessment tests, or receive an assessment waiver from a counselor or advisor.

Both the Public and Technical Information Services certificates are offered as entirely online programs. All courses are offered in a Web-based format using the College's Desire2Learn course management software. The required library program courses for the A.S. degree are offered in an online format (INFS 1000, 1100, 1200, 1300, 2200, 2210, 2300, 2500 and 2900). Most of the liberal arts courses for the A.S. degree can also be taken online. However, you cannot complete the entire A.S. degree in an online format. For more information about options to complete the A.S. degree without attending classes in Minneapolis consult the Library Information Technology program webpage located on the MCTC website *http://www.minneapolis.edu/*.

Courses in this program require achievement of the following academic skill levels:

- **Reading:** To enroll in these program courses, students must have successfully completed READ 0200 or ESOL 0052 or be declared ready to enroll in READ 1300 on the basis of their reading placement test scores.
- **Writing:** To enroll in these program courses, their must have successfully completed ENGL 0900 or ESOL 0051 or be declared ready to enroll in ENGL 1110 on the basis of their writing placement test scores.

If students place into lower-level courses, they must complete the appropriate developmental coursework before they are admitted into the program. Non-degree-seeking students may be waived from program course prerequisites. To receive a course prerequisite waiver, students must contact either the course instructor or the Information Studies department coordinator.

Library Information Technology A.S. Degree

Credits: 63

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	*#*	*Course Name*	*Credits*
ENGL	1110	College English 1	3.00
INFS	1000	Information Literacy and Research Skills	2.00
INFS	1100	Introduction to Information Science and Information Agencies	3.00
*READ	1300	College Textbook Reading	3.00
OR			
*SPCH	1000	Fundamentals of Communication	3.00
OR			
*SPCH	1010	Interpersonal Communication	3.00
OR			
*SPCH	1011	Group Process and Discussion	3.00
OR			
*SPCH	1012	Intercultural Communication	3.00
General Education Courses (see below)			3.00

* Take one of the following: READ 1300, SPCH 1000, SPCH 1010, SPCH 1011 or SPCH 1012.

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Course	#	Course Name	Credits
BUSN	1155	Human Relations and Team Building	3.00
CSCI	1050	Designing Web Pages	3.00
CSCI	1200	Computer Application in Home and Business	3.00
ENGL	1111	College English 2	3.00
INFS	1200	Introduction to Technical Information Services	3.00
INFS	1300	Introduction to Public Information Services	3.00
*INFS	2200	Introduction to Cataloging	3.00
OR			
*INFS	2210	Introduction to Indexing and Abstracting	3.00
INFS	2300	Online Searching and Reference Services.	3.00
INFS	2500	Information Ethics and Legal Issues	3.00
INFS	2600	Ideas, Censorship and Politics	3.00
INFS	2900	Library/Information Agency Internship	4.00
General Education Courses (see below)			18.00

* Take one of the following: INFS 2200 or INFS 2210.

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (18 credits)

To complete the Information Technology A.S. degree, students are required to successfully complete an additional 18 credits of general education coursework. This coursework must be selected from at least four of the MnTC goal areas. Specific courses that are recommended are INFS 2510 and SOCI 1160.

Public Information Services Certificate

Credits: 13–14

Course	#	Course Name	Credits
*INFS	1000	Information Literacy and Research Skills	2.00
OR			
*INFS	1005	Seeking and Evaluating Information	1.00
INFS	1100	Introduction to Information Science and Information Agencies	3.00
INFS	1300	Introduction to Public Information Services	3.00
INFS	2300	Online Searching and Reference Services.	3.00
INFS	2500	Information Ethics and Legal Issues	3.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

* Take one of the following: INFS 1000 or INFS 1005.

Technical Information Services Certificate

Credits: 13–14

Course	#	Course Name	Credits
*INFS	1000	Information Literacy and Research Skills	2.00
OR			
*INFS	1005	Seeking and Evaluating Information	1.00
INFS	1100	Introduction to Information Science and Information Agencies.	3.00
INFS	1200	Introduction to Technical Information Services	3.00
*INFS	2200	Introduction to Cataloging	3.00
OR			
*INFS	2210	Introduction to Indexing and Abstracting	3.00
INFS	2500	Information Ethics and Legal Issues	3.00

* Take one of the following: INFS 1000 or INFS 1005.

* Take one of the following: INFS 2200 or INFS 2210.

First semester courses will generally be selected with the assistance of a counselor or advisor during orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

Machine Tool Technology

- Diploma—64 credits

What You Will Learn

MCTC's Machine Tool Technologies program will give you the technical and problem-solving skills needed to work in the metals manufacturing and processes industry.

You will receive a solid foundation in basic skills, plus extensive instruction in advanced manufacturing processes. During the program, you will practice the art of traditional machining while you learn the applications of computers. You will learn computer-integrated machining, computer-aided design and manufacturing, and computer programming. You will also be trained in important safety and measurement techniques, learn how to interpret detailed blueprints, and perform key mathematical calculations.

You will receive hands-on experience as you perform the turning, milling, drilling and grinding concepts learned in the classroom. In addition, you will have the opportunity to work with other class members on team projects to develop valuable teamwork and communications skills that reflect the industrial setting.

To enroll in the Machine Tool program, you should be in good physical condition, as some heavy lifting is required. You should also have good hand-eye coordination to perform tasks necessary in the profession. Measuring devices and hand tools are provided. However, over the course of the program, you will be encouraged to purchase your own tools.

Schedule a laboratory tour and discuss the program by calling Kim Munson at 612-659-6093.

MCTC's Machine Tool Technology program is a member college of 360°, a Minnesota State Colleges and Universities Center of Excellence in Manufacturing and Applied Technology. Visit their website at *www.360mn.org* for more information on career ladder programs offered by 360° colleges and Bemidji State University.

Where You Could Work

- Medical and aerospace manufacturers
- Prototype and tool-making manufacturers
- Semiconductor and service parts manufacturers
- Parts production companies
- Parts repair facilities

Students are accepted into this program for fall and spring semesters.

Courses in this program require achievement of the following academic skill levels:

- **Reading:** To enroll in these program courses, students must have successfully completed READ 0100 or be declared ready to enroll in READ 0200 or ESOL 0052 on the basis of their reading placement test scores.
- **Math:** To enroll in these program courses, students must have successfully completed MATH 0060 or be declared ready to enroll in MATH 0070 on the basis of their math placement test scores.

Machine Tool Technology Diploma

Credits: 64

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	*#*	*Course Name*	*Credits*
MTTC	1000	Safety/Measurement/Metrology	4.00
MTTC	1010	Blueprint Reading 1	3.00
MTTC	1015	Applied Machine Shop Math 1	2.00
MTTC	1025	Drills and Drilling Machines	2.00
MTTC	1525	Benchwork/Power Saws	4.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	*#*	*Course Name*	*Credits*
MTTC	1020	Engine Lathe	5.00
MTTC	1510	Vertical Milling	4.00
MTTC	1515	Applied Machine Shop Math 2	2.00
MTTC	1520	Blueprint Reading 2	3.00
MTTC	1530	Advanced Lathes Lab	4.00
MTTC	2005	Grinding	5.00
MTTC	2010	Advanced Milling Lab	4.00
MTTC	2015	Heat Treatment/Metallurgy	2.00
MTTC	2020	Geometric Tolerancing	2.00
MTTC	2520	Welding for Machinists	2.00
General Education Courses (see below)			9.00
Elective Courses (see below)			7.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

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General Education Courses (9 credits)

To complete the Machine Tool Technology diploma, students are required to successfully complete 9 credits of general education coursework. This coursework must be selected from at least two of the MnTC goal areas. A minimum of 3 credits must be completed from Goal Area 1 and 3 credits from Goal Areas 7, 8, 9 or 10.

Elective Courses

Course	*#*	*Course Name*	*Credits*
MTTC	1030	Machine Trades for Related Careers	2.00
MTTC	2035	CNC Programming and Operation	4.00
MTTC	2040	CNC Milling Center	3.00
MTTC	2045	CNC Turning Center	3.00
MTTC	2055	Advanced Machining Skills	5.00

Mathematics

- A.S. Degree—63 credits

What You Will Learn

The Mathematics associate in science degree is specifically designed to prepare students for transfer into the junior or third year of a mathematics major in a four-year college or university.

Students are accepted into this major both, fall and spring semesters.

Courses in this program require achievement of the following academic skill levels:

- **Reading:** To enroll in these program courses, students must have successfully completed READ 0200 or ESOL 0052, OR be declared ready to enroll in READ 1300 on the basis of their reading placement test scores.
- **Writing:** To enroll in these program courses, students must have successfully completed ENGL 0900 or ESOL 0051, OR be declared ready to enroll in ENGL 1110 on the basis of their writing placement test scores.
- **Math:** To enroll in these program courses, students must have successfully completed MATH 1110 and MATH 1120, OR be declared ready to enroll in MATH 1180 on the basis of their mathematics placement test scores.

MCTC has an articulation agreement with the University of Minnesota which provides for transfer of the A.S. in Mathematics to the B.A. (College of Liberal Arts) and B.S. (Institute of Technology) degrees in Mathematics.

Mathematics A.S. Degree

Credits: 63

First Semester

Course	*#*	*Course Name*	*Credits*
ENGL	1110	College English 1	3.00
MATH	1180	Calculus 1	5.00
PHYS	1211	Physics for Science and Engineering 1	6.00
General Education Courses (see below)			3.00

Total Semester Credits: 17

Second Semester

Course	*#*	*Course Name*	*Credits*
MATH	1190	Calculus 2	5.00
PHYS	1221	Physics for Science and Engineering 2	6.00
General Education Courses (see below)			6.00

Total Semester Credits: 17

Third Semester

Course	*#*	*Course Name*	*Credits*
*CSCI	1700	Introduction to Computer Programming in Java	3.00
OR			
*CSCI	1730	Introduction to Object-Oriented Programming With C++	4.00
OR			
*CSCI	1901	Structure of Computer Programming 1	4.00
MATH	2210	Linear Algebra and Differential Equations	5.00
General Education Courses (see below)			6.00

Total Semester Credits: 14 or 15

* Take one of the following: CSCI 1700, CSCI 1730 or CSCI 1901.

Fourth Semester

Course	*#*	*Course Name*	*Credits*
MATH	2011	Discrete Mathematics	4.00
MATH	2220	Multivariable Calculus	5.00
General Education Courses (see below)			6.00

Total Semester Credits: 15

General Education Courses (21 credits)

General Education Courses must be selected from the Minnesota General Education Transfer Curriculum (MnTC). These credits must be distributed across a minimum of six of the 10 MnTC goal areas. Students are required to successfully complete 3 credits in Goal Area 1, and 3 credits in Goal Areas 7, 8, 9 or 10. The required courses for this degree fall into the following MnTC goal areas:

Goal Area 1: ENGL 1110
Goal Area 3: PHYS 1211, PHYS 1221
Goal Area 4: MATH 1180, MATH 1190, MATH 2210, MATH 2220, PHYS 1211 and PHYS 1221

The following are recommended course options for the remaining 21 **elective** general education credits:

BIOLOGICAL SCIENCES WITH LAB

Take at least one of the following courses or course combinations:

- BIOL 1100, BIOL 1127 **and** BIOL 1128, BIOL 1136 **and** BIOL 1137, BIOL 2200

SOCIAL SCIENCES

Take at least two of the following courses:

- ANTH 1105
- ECON 2000, ECON 2200 or ECON 2500
- GEOG 1101, GEOG 1103, GEOG 1104 or GEOG 2204
- PSCI 1101, PSCI 1103, PSCI 1104, PSCI 1110 or PSCI 1140
- PSYC 1100 or PSYC 1110
- SOCI 1105, SOCI 1110, SOCI 1160 or SOCI 1170

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HISTORY

Take at least one of the following courses:

- AMIS 1000
- HIST 1000, HIST 1010, HIST 1020, HIST 1100, HIST 1110, HIST 1200, HIST 1210, HIST 1300, HIST 1310, HIST 1320, HIST 1500, HIST 1520, HIST 1600, HIST 2241 or HIST 2242

ARTS AND HUMANITIES

Take at least one of the following courses:

- ENGL 1151, ENGL 1152, ENGL 1153, ENGL 1154, ENGL 1156, ENGL 1157 or ENGL 1160

Take at least one of the following courses:

- ACES 1000, ACES 1121, ACES 1122, ACES 1132 or ACES 1190
- ARTS 1110, ARTS 1111, ARTS 1112, ARTS 1113, ARTS 1121, ARTS 1125, ARTS 1132, ARTS 1133, ARTS 1141 or ARTS 1142
- FILM 1310 or FILM 1320
- MUSC 1000, MUSC 1010, MUSC 1020 or MUSC 1150
- PHIL 1171
- THTR 1104, THTR 1131 or THTR 2150
- WOST 1140

Although it is not one of the required program courses, it is recommended that students also take MATH 1150, Statistical Analysis, as one of the general education electives.

Students seeking the Mathematics A.S. degree should work closely with a counselor or advisor when choosing general education coursework to ensure their selections meet the requirements of the college or university to which the student intends to transfer.

Media Production

- Dynamic Digital Media A.A.S. Degree — 60 credits
- Interactive Media Diploma — 39 credits
- Computer Graphic Imaging (CGI) Diploma — 40 credits
- Digital Video (DV) Certificate — 30 credits
- Sound for Media Certificate — 21 credits

What You Will Learn

MCTC's Media Production program will train you to creatively and dynamically convey information by combining graphic and photographic images with video, animation, audio and music.

You will learn digital capture and output, using industry standard hardware and software to create professional-quality media products. You will also receive hands-on training in preproduction, audio recording and editing, lighting, studio and location video acquisition, linear and nonlinear video editing, two- and three-dimensional computer animation, QuickTime Virtual Reality, multimedia authoring, DVD Authoring, Surround Sound and HDV (High-Definition Video).

MCTC's program is one of the most advanced in the state for DVD production (including Standard-definition and BluRay/HD-DVD) and authoring and one of the first programs to offer HDV training. You will have an opportunity to put your creativity and imagination to work on production assignments using the most current audio and video equipment and computer hardware and software.

The work you produce during the program can be used to create a well-rounded portfolio, which is necessary for entry into the field. MCTC's instructors will help you prepare your portfolio and give you guidelines on job seeking and portfolio presentation. They also will help place you in an internship wherein you can put your new skills to work.

To participate in the program, MCTC recommends you have good eye-hand coordination and the ability to see and differentiate colors. Media Production majors will need to purchase headphones, blank CD-Rs, DVD-Rs and DV tapes.

Many students build or buy their own computer workstations, but our well-equipped media labs are also available for project work.

Where You Could Work

- Production houses
- Postproduction houses
- TV stations
- Audio studios
- Service bureaus
- Ad agencies
- Animation studios
- Independent production

Students are accepted into this program for fall and spring semesters only.

Courses in this program require achievement of the following academic skill levels:

- **Reading:** To enroll in these program courses, students must have successfully completed READ 0100 or be declared ready to enroll in READ 0200 or ESOL 0052, or have completed READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.
- **Math:** To enroll in these program courses, students must have successfully completed MATH 0060 or be declared ready to enroll in MATH 0070 on the basis of their math placement test scores.

Dynamic Digital Media A.A.S. Degree

Credits: 60

Suggested First Semester Schedule:

Course	*#*	*Course Name*	*Credits*
MPRO	1111	Intro to Dynamic Media Software	3.00
MPRO	1150	Scriptwriting for Media	3.00
MPRO	1200	Audio for Dynamic Media.	3.00
MPRO	1201	Video Basics—Single Camera	3.00
MPRO	1202	Beginning Digital Animation	3.00

Suggested Second Semester Schedule:

Course	*#*	*Course Name*	*Credits*
MPRO	1203	Motion Graphics Software	3.00
MPRO	2101	Real-Time & Multi-Camera Video.	3.00
GRPH	2110	Adobe Photoshop	3.00
CIST	1101	Cinema History 1	3.00
General Education Courses MnTC (1)			3.00

Suggested Third Semester Schedule:

Course	*#*	*Course Name*	*Credits*
MPRO	2111	Interactive Design and Production	3.00
MPRO	1120	Media Systems	3.00
MPRO	2113	Independent Project	1.00
CIST	1102	Cinema History 2	3.00
Elective from MPRO, PHDI, GRPH, EPUB			3.00

Suggested Fourth Semester Schedule:

Course	*#*	*Course Name*	*Credits*
MPRO	2431	Business of Media	2.00
MPRO	2450	Portfolio Show	3.00
MPRO	2100	Advanced Audio for Media	3.00
Elective from MPRO, PHDI, GRPH, EPUB.			3.00
General Education Courses.			3.00

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Interactive Media Diploma

Credits: 39

First Semester

Course	#	Course Name	Credits
MPRO	1111	Intro to Dynamic Media Software	3.00
MPRO	1200	Audio for Dynamic Media.	3.00
MPRO	1120	Media Systems	3.00
MPRO	1150	Scriptwriting for Media	3.00
MPRO	2111	Interactive Design and Production	3.00

Second Semester

Course	#	Course Name	Credits
MPRO	2431	Business of Media	2.00
EPUB	1416	Web Layout and Design	3.00
GRPH	2110	Adobe Photoshop	3.00
General Education Courses.			3.00

Third Semester

Course	#	Course Name	Credits
MPRO	2113	Independent Project	1.00
EPUB	1711	Web Tools—Dreamweaver	3.00
EPUB	1811	Web Animation	3.00
MPRO	2113	Independent Project	1.00
General Education Courses.			6.00

Computer Graphic Imaging Diploma

37 credits

First Semester

Course	#	Course Name	Credits
MPRO	1111	Intro to Dynamic Media Software	3.00
MPRO	1150	Scriptwriting for Media	3.00
MPRO	1200	Audio for Dynamic Media.	3.00
MPRO	1202	Digital Animation Basics.	3.00
MPRO	1120	Media Systems	3.00

Second Semester

Designator/ Course	#	Course Name	Credits
MPRO	1203	Motion Graphics Software	3.00
MPRO	2230	Advanced 3D Animation.	3.00
MPRO	2402	CGI Advanced Software	3.00
GRPH	2110	Adobe Photoshop	3.00
General Education Courses MnTC 1			3.00

Third Semester

Course	#	Course Name	Credits
EPUB	1811	Web Animation	3.00
MPRO	2113	Independent Project	1.00
General Education Courses MnTC 6–9			3.00

Digital Video Certificate

Credits: 30

First Semester

Course	#	Course Name	Credits
MPRO	1111	Intro to Dynamic Media Software	3.00
MPRO	1150	Scriptwriting for Media	3.00
MPRO	1201	Video Basics—Single Camera	3.00
MPRO	1120	Media Systems	3.00
MPRO	1200	Audio for Dynamic Media.	3.00

Second Semester

Course	#	Course Name	Credits
MPRO	2101	Real-Time and Multi-Camera Video	3.00
MPRO	2431	Business of Media	2.00
CIST	1101	Cinema History 1—MnTC 6	3.00
CIST	1102	Cinema History 2—MnTC 6	3.00
GRPH	2110	Adobe Photoshop	3.00
MPRO	2113	Independent Project	1.00

Sound for Media Certificate

21 Credits

Course	#	Course Name	Credits
MPRO	1111	Intro to Dynamic Media Software	3.00
MPRO	1200	Audio for Dynamic Media.	3.00
MPRO	1120	Media Systems	3.00
MPRO	1150	Scriptwriting for Media	3.00
MPRO	2100	Advanced Audio for Media	3.00
MPRO	2430	Business of Media	2.00
MPRO	2113	Independent Project	1.00
General Education Courses.			3.00

Medical Office Assistant

- Medical Office Assistant Diploma—40 credits

What You Will Learn

In MCTC's Medical Office Assistant program, you will learn the clerical, computer and administrative support skills you need to become a key staff member for health-related organizations.

The program will familiarize you with medical terminology, biology, hospital and laboratory office procedures, plus give you background in insurance coding and forms processing. Extensive hands-on experience with the latest computer hardware and software applications is central to the program. You will also be shown specifically how to apply those skills in a medical environment. Classes also will focus on human relations, oral communication and professional development skills.

While earning your Medical Office Assistant diploma, you will receive further training to prepare correspondence, schedule appointments, record and chart information, handle billings; and to assist doctors and scientists with preparing speeches, articles, and conference proceedings.

Your job placement opportunities are likely to be excellent, as there is a high demand for trained medical office assistants. There may even be the opportunity to work from home.

Where You Could Work

- Medical offices and clinics
- Hospitals
- Nursing homes
- Dental offices
- Insurance companies

Students are accepted into this program for fall and spring semesters only.

Courses in this program require achievement of the following academic skill levels:

- **Reading:** Placement into READ 0200 or ESOL 0052 or completion of READ 0100 or ESOL 0042 and faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

Medical Office Assistant Diploma

Credits: 40

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	*#*	*Course Name*	*Credits*
BIOL	1127	Human Biology	3.00
BTEC	1010	Fundamentals of Business Computers	2.00
BTEC	1060	Keyboarding	3.00
BTEC	1125	Medical Terminology and Disease Condition 1	3.00
BTEC	2375	Written Business Communications	3.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	*#*	*Course Name*	*Credits*
BTEC	1080	Microsoft Word	3.00
BTEC	1275	Medical Office Procedures	3.00
BTEC	1700	Medical Insurance Coding	3.00
BTEC	1770	Claims and Reimbursement	3.00
BTEC	2100	Microsoft Excel	3.00
BTEC	2125	Medical Terminology and Disease Condition 2	3.00
BTEC	2825	Career Management	2.00
General Education Courses (see below)			3.00
Elective Courses (see below)			3.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (3 credits)

To complete the Medical Office Assistant diploma, students are required to successfully complete BIOL 1127 and 3 additional credits from MnTC Goal Area 1, including any ACCT, BTEC or BUSN course. Internship is suggested.

Course	*#*	*Course Name*	*Credits*
BTEC	2450	Internship	1.00–4.00

Nursing

The Nursing program is accredited by the National League for Nursing Accrediting Commission (NLNAC, 61 Broadway, New York, NY, 1-800-669-1656), and approved by the Minnesota Board of Nursing.

- Nursing Pathway Program
  A.S. Degree—73 credits
- Practical Nursing Diploma—36 credits
- Nursing Mobility Program—73 credits

What You Will Learn

MCTC's Nursing program is a pathway that will prepare you to take the Licensing Board to become a practical and/or a registered nurse who serves as a vital member of the healthcare team, whatever the institution.

MCTC's experienced faculty are committed to providing a high-quality educational experience using a flexible nursing program schedule. The curriculum follows a leveled four-semester sequence that allows you to continue through one or both years of the program on a full- or part-time basis.

You will have the option to earn a diploma in Practical Nursing after completion of the first two semesters of the program. You may then continue with the second year of the curriculum and be eligible to earn an A.S. degree in Nursing. This format allows you the mobility you need to fit your specific interests, schedule and career choice.

If you are studying to obtain a Practical Nursing diploma, you will be taught to collect data regarding a client's physical and mental functioning, administer prescribed medications and treatments, monitor client status, and perform delegated nursing care—all under the supervision of a registered nurse. You also will learn to build rapport with patients and maintain client confidentiality.

If you are studying to obtain an A.S. degree in Nursing and preparing to take the Licensing Board to become a registered nurse, you will be taught how to promote health, prevent disease and help clients cope with illness. You also will learn to act as a client advocate and a health educator; provide direct patient care as well as develop and manage plans of care; and help individuals and groups take steps to improve or maintain their health.

Students in the pathway take numerous general education courses and receive instruction in nursing theory, as well as specialized courses in health assessment, family nursing, and psychosocial nursing. You also will receive clinical instruction under the guidance and supervision of MCTC nursing faculty in a variety of hospitals and healthcare agencies in the metropolitan area.

Since it is vital to maintain high healthcare standards in all healthcare facilities, nurses must adhere to strict health policies and meet specific criteria to enter the program. You must submit a completed health examination form and immunity form, meet specific health requirements, and pass a background check requirement as detailed in separate program documents.

You will need to maintain these high standards throughout the program to apply for positions in the nursing field upon graduation. In addition, you will need to pass a background check, pass the National Council Licensure Exam (NCLEX) and be licensed by the Minnesota State Board of Nursing for employment.

If you are a licensed practical nurse, the Nursing Mobility program enables you to earn an A.S. in Nursing upon completion of two transition courses and semesters three and four of the Nursing program.

MCTC has an articulation agreement with Metropolitan State University and the MnSCU consortium, as well as with many private institutions to progress to the bachelor of science in Nursing degree.

Where You Could Work

- Hospitals
- Clinics
- Extended-care facilities
- Home healthcare agencies
- Ambulatory surgery centers
- Urgent care centers

How You Apply

To apply to this program, students must submit an MCTC Nursing Program Application. There is a separate application process for the Nursing Mobility program.

Students are accepted into this program for fall and spring semesters only.

Students must place at college-level reading, writing and math. Applicants must take the reading assessment tests regardless of degrees held. See the Nursing Application or the MCTC website at *www.minneapolis.edu* for specific assessment cut scores.

Nursing Pathway Program A.S. Degree

Credits: 73

The following course sequence is required for completion of this program with a grade of "C" or better.

NURS 1550 or 1850 must be completed prior to the completion of the Practical Nursing diploma and/or the A.S. degree.

Course	#	Course Name	Credits
*NURS	1550	Complementary Therapies: A Service Learning Approach	1.00
OR			
*NURS	1850	Transcultural Nursing: A Service Learning Approach	1.00

* Take one of the following: NURS 1550 or NURS 1850.

First Semester

Course	#	Course Name	Credits
BIOL	2224	Anatomy	4.00
NURS	1000	Foundations of Nursing	3.00
NURS	1050	Clinical Foundation	3.00
NURS	1075	Nursing Interventions	2.00
NURS	1200	Medication Administration 1	1.00
NURS	1250	Medication Administration 2	1.00
PSYC	2240	Lifespan Development	4.00

Total Semester Credits: 18

Second Semester

Course	#	Course Name	Credits
ENGL	1110	College English 1	3.00
NURS	1300	Application of Nursing	4.00
NURS	1350	Clinical Application	4.00
NURS	1425	Family Nursing	4.00
NURS	1600	Psychosocial Nursing	2.00

Total Semester Credits: 17

Third Semester

Course	#	Course Name	Credits
*BIOL	1120	Nutrition	3.00
OR			
*BIOL	2230	Microbiology	2.00
BIOL	2225	Physiology	4.00
NURS	2000	Integration of Nursing	3.00
NURS	2010	Health Assessment	3.00
NURS	2050	Clinical Integration	4.00
General Education Courses (see below)			2.00

Total Semester Credits: 19

* Take one of the following: BIOL 1120 or BIOL 2230

Fourth Semester

Course	#	Course Name	Credits
BIOL	2226	Pathophysiology	2.00
NURS	2100	Synthesis Theory	3.00
NURS	2150	Synthesis Clinical	5.00
General Education Courses (see below)			9.00

Total Semester Credits: 19

General Education Courses (30 Credits)

To complete the A.S. degree in Nursing, students are required to successfully complete 30 credits of general education coursework selected from at least six of the MnTC goal areas. A minimum of 3 credits must be completed from Goal Area 1 and 11 credits from Goal Areas 4, 6, 7, 8 or 10. Specific courses that are required for the A.S. degree are ENGL 1110, BIOL 2224, BIOL 2225, BIOL 2226, BIOL 2230 or BIOL 1120, and PSYC 2240. Recommended courses include: SPCH 1012, MATH 1150, ANTH 1105, ANTH 1150, PSYC 1110, SOCI 1110, SOCI 2115, SOCI 2150, ENGL 1157, PHIL 1110, ACES 1132, PHIL 1171, ACES 1190, WOST 2211, GEOG 2204 or PSYC 2260.

Practical Nursing Diploma

Credits: 36

The following course sequence is required for completion of this program.

NURS 1550 or 1850 must be completed prior to the completion of the Practical Nursing diploma and/or the A.S. degree.

Course	#	Course Name	Credits
*NURS	1550	Complementary Therapies: A Service Learning Approach	1.00
OR			
*NURS	1850	Transcultural Nursing: A Service Learning Approach	1.00

* Take one of the following: NURS 1550 or NURS 1850.

First Semester

Course	#	Course Name	Credits
BIOL	2224	Anatomy	4.00
NURS	1000	Foundations of Nursing	3.00
NURS	1050	Clinical Foundation	3.00
NURS	1075	Nursing Interventions	2.00
NURS	1200	Medication Administration 1	1.00
NURS	1250	Medication Administration 2	1.00
PSYC	2240	Lifespan Development	4.00

Total Semester Credits: 18

Second Semester

Course	#	Course Name	Credits
ENGL	1110	College English 1	3.00
NURS	1300	Application of Nursing	4.00
NURS	1350	Clinical Application	4.00
NURS	1425	Family Nursing	4.00
NURS	1600	Psychosocial Nursing	2.00

Total Semester Credits: 17

General Education Courses (11 Credits)

To complete the Practical Nursing diploma, students are required to successfully complete 11 credits of general education coursework. Specific courses that are required are ENGL 1110, BIOL 2224 and PSYC 2240.

continued on next page

Nursing Mobility Program

Credits: 73

It is recommended that students take as many required general education courses as possible before beginning the program. Students who graduated with the LPN diploma outside the state of Minnesota or before 1983 must enroll in the NURS 1111 and NURS 1112 courses to validate the Minnesota 1800 abilities. Contact director of nursing for information. Fifteen to 25 credits of the Practical Nursing diploma are transferable into the associate of science degree. To be admitted to the program, students must have completed BIOL 2224, ENGL 1110 and PSYC 2240.

First Semester

Course	*#*	*Course Name*	*Credits*
NURS	1900	Nursing Role Transition	2.00
NURS	1950	Nursing Role Transition Practicum	1.00

Total semester credits: 2
Upon completion, students then move into semester three and four of the Pathway.

Third Semester (Pathway)

Course	*#*	*Course Name*	*Credits*
*BIOL	1120	Nutrition	3.00
OR			
*BIOL	2230	Microbiology	2.00
BIOL	2225	Physiology	4.00
NURS	2000	Integration of Nursing	3.00
NURS	2010	Health Assessment	3.00
NURS	2050	Clinical Integration	4.00
General Education Courses (see below)			2.00

Total Semester Credits: 19
* Take one of the following: BIOL 1120 or BIOL 2230.

Fourth Semester (Pathway)

Course	*#*	*Course Name*	*Credits*
BIOL	2226	Pathophysiology	2.00
NURS	2100	Synthesis Theory	3.00
NURS	2150	Synthesis Clinical	5.00
General Education Courses (see below)			9.00

Total Semester Credits: 19

General Education Courses (30 Credits)

To complete the A.S. degree in Nursing, students are required to successfully complete 30 credits of general education coursework selected from at least six of the MnTC goal areas. A minimum of 3 credits must be completed from Goal Area 1 and 11 credits from Goal Areas 4, 6, 7, 8 or 10. Specific courses that are required for the A.S. degree are ENGL 1110, BIOL 2224, BIOL 2225, BIOL 2226, BIOL 2230 or BIOL 1120 and PSYC 2240. Recommended courses include: SPCH 1012, MATH 1150, ANTH 1105, ANTH 1150, PSYC 1110, SOCI 1110, SOCI 2115, SOCI 2150, ENGL 1157, PHIL 1110, ACES 1132, PHIL 1171, PHIL 1190, WOST 2211, GEOG 2204 or PSYC 2260.

Nursing Assistant/ Home Health Aide

MCTC's Nursing program is a pathway that will prepare you to take the licensing board to become a practical and/or a registered nurse.

- Nursing Assistant/Home Health Aide Certificate—5 credits
- Nursing Assistant/Home Health Aide Extended Hour Certificate—6 credits
- Acute Care Option—3 credits

What You Will Learn

MCTC's Nursing Assistant/Home Health Aide course will prepare you to perform routine healthcare tasks for individuals of various ages and with a variety of health conditions.

The course will cover physical, emotional, social and spiritual human needs; health and illness; death and dying; and resident, patient and client rights. You also will learn behavior management, infection control, and the importance of being a responsible and dependable member of the healthcare team.

If you are studying to obtain an A.S. degree in Nursing and preparing to take the licensing board to become a registered nurse, you will receive training in basic nursing skills (bathing, dressing, grooming, exercising, toileting) and learn how to check and monitor vital signs—blood pressure, temperature, pulse and respiration. You will have the opportunity to apply your skills during laboratory exercises and clinical experience in a long-term care facility.

Where You Could Work

- Nursing homes
- Hospitals
- Home healthcare agencies
- Assisted living facilities

How You Apply

To apply to any of these courses, you must submit a College Application and pass a reading assessment test. Registration may be done online or in person at the College.

Students are accepted into this course for fall, spring and summer terms.

Students must pass a background check and provide evidence of immunity status prior to placement in a healthcare setting.

Courses in this program require achievement of the following academic skill levels:

- **Reading:** NAHA 1819 (104 hours): placement into READ 0200 or ESOL 0052. NAHA 1850 (Extended-hour course): placement into READ 0100 or ESOL 0042.

Nursing Assistant/Home Health Aide Certificate

Credits: 5

Course #	*Course Name*	*Credits*
NAHA 1819	Nursing Assistant/ Home Health Aide	5.00

First semester courses will generally be selected with the assistance of a counselor or advisor during orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

Nursing Assistant/Home Health Aide Extended-Hour Certificate

Credits: 6

Course #	*Course Name*	*Credits*
NAHA 1850	Nursing Assistant/ Home Health Aide Extended Hour	6.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

Acute Care Option

Credits: 3

Course #	*Course Name*	*Credits*
NAHA 1900	Acute Care Skills for Nursing Assistants	3.00

Prerequisites: Successful completion of NAHA 1819 or NAHA 1850 and current Nursing Assistant Registration.

Phlebotomy

- Certificate—16 credits

What You Will Learn

The phlebotomy certificate program at MCTC is a one-semester, 16-credit certificate that combines the Healthcare Core Curriculum, medical terminology and human biology with hands-on Phlebotomy skills and theory to prepare students for employment as a phlebotomist. Phlebotomists are hired at a variety of healthcare settings and work as members of the healthcare team, obtaining patients' blood for medical testing and specimen processing.

Where You Could Work:

- Doctors' offices
- Medical clinics
- Hospitals
- Blood donation centers

Prerequisites: Placement into READ 1300.

Phlebotomy Certificate

Credits: 16

Certificate requirements

Course	*#*	*Course Name*	*Credits*
PHLE	1000	Phlebotomy	4.00
PHLE	1002	Phlebotomy Internship	3.00
HCCC	1010	Behaviors for Success in Health Careers	0.50
HCCC	1020	Communication in Health Care	1.00
HCCC	1030	Awareness and Sensitivity to Client Needs	0.50
HCCC	1040	Respecting Client and Staff Diversity	0.50
HCCC	1050	Health Care Safety Standard Precautions	0.50
HCCC	1060	Legal Issues in Health Care	0.50
HCCC	1070	Health Care Ethics	0.50
HCCC	1100	Medical Terminology	1.00
BIOL	1127	Human Biology	3.00
BIOL	1128	Human Biology lab	1.00

Photography and Digital Imaging

- A.A.S. Degree—64 credits
- Diploma—52 credits
- Photography Certificate—29 credits

What You Will Learn

The Photography and Digital Imaging program at MCTC integrates the latest developments in digital photo technology while maintaining an emphasis on traditional photographic skills such as composition, exposure, camerawork and lighting.

Coursework covers metering and lighting techniques, portraiture, product, studio and location photography. You will use digital SLR cameras, high-end digital capture backs and the latest in digital capture technology. The complete digital workflow process is covered from input, file management, color management through image output.

While being occupational and technical in nature, the Photography and Digital Imaging curriculum will encourage your creativity and individualized expression through hands-on assignments and personalized instruction. You will graduate from the program with a professional portfolio and a working knowledge of the professional photographic industry.

You will be required to provide your own digital SLR camera and lenses, professional light meter, supplies, visual curiosity and a desire to learn.

This program has an articulation agreement with Metropolitan State University and Bemidji State University.

Where You Could Work

- Photo studios
- Production houses
- Service bureaus
- Ad agencies

Students are accepted into this program for fall and spring semesters only.

Courses in this program require achievement of the following academic skill levels:

- **Reading:** To enroll in these program courses, students must have successfully completed READ 0100 or be declared ready to enroll in READ 0200 or ESOL 0052 on the basis of their reading placement test scores.
- **Math:** To enroll in these program courses, students must have successfully completed MATH 0060 or be declared ready to enroll in MATH 0070 on the basis of their math placement test scores.

A.A.S. Degree

Credits: 64

First Semester

Course	*#*	*Course Name*	*Credits*
PHDI	1010	Photo Composition and Design	2.00
PHDI	1110	Digital Photography 1	3.00
PHDI	1120	Lighting 1	3.00
GRPH	1130	Intro to Graphics Software	3.00
General Education Courses (see below)			6.00
*FILM 1300 History of Photography and one of the following: ENGL 1110 or SPCH 1010			

Second Semester

Course	*#*	*Course Name*	*Credits*
PHDI	1230	Lighting 2	3.00
GRPH	2110	Photoshop	3.00
PHDI	1250	Digital Photography 2	3.00
PHDI	1270	Medium Format Photography	2.00
PHDI	1290	Flash Photography	2.00
General Education Courses (see below)			3.00
*PHOT 1100			

Third Semester

Course	*#*	*Course Name*	*Credits*
PHDI	1240	Photo Assistant Training	2.00
PHDI	2120	Product Photography	3.00
PHDI	2130	Portrait Photography	3.00
Elective Courses (see below)			2.00
General Education Courses (see below)			6.00

Fourth Semester

Course	*#*	*Course Name*	*Credits*
PHDI	2430	Media Business	3.00
PHDI	2210	Portfolio Development and Presentation	4.00
PHDI	2470	Internship	3.00
Elective Courses (see below)			2.00
General Education Courses (see below)			6.00

Elective Courses (4 credits)

Any MPRO, GRPH, EPUB, FILM, VIDA or PHDI courses.

General Education Courses (18 credits)

To complete the Photography and Digital Imaging A.A.S. Degree, students are required to successfully complete 18 credits of general education coursework. This coursework must include a minimum of 3 credits from Goal Area 1 and 3 credits from Goal Areas 7, 8, 9 or 10. PHOT 1100 is also required and is a Goal Area 6 course.

continued on next page

Photography and Digital Imaging Diploma

Credits: 52

First Semester

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	#	Course Name	Credits
PHDI	1110	Digital Photography 1	3.00
PHDI	1010	Photo Composition and Design	2.00
PHDI	1120	Lighting 1	3.00
GRPH	1130	Introduction to Graphics Software	3.00
General Education Courses (see below)			3.00

*Take one of the following: ENGL 1110 or SPCH 1010.

Second Semester

Course	#	Course Name	Credits
PHDI	1230	Lighting 2	3.00
PHDI	1250	Digital Photography 2	3.00
PHDI	1270	Medium Format Photography	2.00
PHDI	1290	Flash Photography	2.00
GRPH	2110	Adobe Photoshop	3.00
General Education Courses (see below)			3.00
*FILM	1300		

Third Semester

Course	#	Course Name	Credits
PHDI	2120	Product Photography	3.00
PHDI	2130	Portrait Photography	3.00
PHDI	1240	Photo Assistant Training	2.00
PHDI	1030	Photo and Studio Lab.	1.00
General Education Courses (see below)			3.00

Fourth Semester

Course	#	Course Name	Credits
PHDI	2430	Media Business	3.00
PHDI	2210	Portfolio Development and Presentation.	4.00
PHDI	2470	Internship	3.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (9 credits)

To complete the Photography and Digital Imaging diploma, students are required to successfully complete 9 credits of general education coursework. This coursework must be selected from at least two of the MnTC goal areas. A minimum of 3 credits must be completed from Goal Area 1 and 3 credits from Goal Areas 7, 8, 9 or 10.

Elective Courses

Any PHDI, MPRO, GRPH, EPUB, VIDA or FILM courses.

Photography and Digital Imaging Certificate

Credits: 29

PHOT 1100 (Photography 1), or a college-level equivalent is a prerequisite to the Photography certificate.

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

First Semester

Course	#	Course Name	Credits
PHDI	1110	Digital Photography 1	3.00
PHDI	1010	Photo Composition and Design	2.00
PHDI	1120	Lighting 1	3.00
GRPH	1130	Introduction to Graphics Software	3.00
General Education Courses (see below)			3.00

*Take one of the following: ENGL 1110 or SPCH 1010.

Second Semester

Course	#	Course Name	Credits
PHDI	1230	Lighting 2	3.00
PHDI	1250	Digital Photography 2	3.00
*PHDI	2120	Product Photography	3.00
OR			
*PHDI	2130	Portrait Photography	3.00
PHDI	1240	Photo Assistant Training	2.00
GRPH	2110	Adobe Photoshop	3.00

*Take one of the following: PHDI 2120 or PHDI 2130.

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (3 credits)

To complete the Photography certificate, students are required to successfully complete 3 credits of general education coursework from MnTC Goal Area 1.

Polysomnographic Technology

- A.A.S. Degree—60 credits

What You Will Learn

In the Polysomnographic Technology program at MCTC, you will learn the skills needed to perform quality sleep studies. This occupation is emerging in the field of healthcare. Polysomnographic Technology graduates will work in comprehensive sleep centers located in hospitals across the nation, as well as in independent sleep centers. A knowledge of major sleep disorders and interventions used to assist patients in attaining more healthful sleep is the basis of the field study. Polysomnographic Technologists work with a variety of equipment while performing diagnostic sleep studies and interventions with patients. This program requires clinical experiences in a healthcare setting. You must pass a background check and provide evidence of immunity status prior to placement in a healthcare setting.

Polysomnographic Technology A.A.S. Degree

Credits: 60

First Semester

Course	*#*	*Course Name*	*Credits*
*BIOL	2224	Anatomy	4.00
OR			
*BIOL	1127	Human Biology	3.00
*BIOL	1128	Human Biology Lab.	1.00
*ENGL	1110	College English	
OR			
*ENGL	1108	Technical Writing.	3.00
PSYC	1110	General Psychology	4.00
BIOL	1190	Medical Terminology	2.00
COML	1100	Computer Literacy	2.00
PSOM	1000	Introduction to Sleep and Rest	3.00
HLTH	1000	Introduction to Sleep and Rest	3.00

Total Semester Credits: 18

Second Semester

Course	*#*	*Course Name*	*Credits*
PSYC	2240	Lifespan Psychology	4.00
PSOM	1100	Fundamentals of Polysomnography	3.00
PSOM	1200	Anatomy and Physiology of Sleep and Breathing	2.00
PSOM	1300	Pathophysiology and Classification of Sleep Disorders	2.00
SPCH	1012	Intercultural Communication	3.00

Total Semester Credits: 14

Third Semester

Course	*#*	*Course Name*	*Credits*
PSOM	1400	Instrumentation in Polysomnography	5.00
PSOM	1500	Monitoring and Introduction to Therapeutic Interventions	4.00
PSOM	1600	Clinical 1	3.00

Total Semester Credits: 12

Fourth Semester

Course	*#*	*Course Name*	*Credits*
PSOM	2000	Polysomnographic Theory Integration	4.00
PSOM	2100	Clinical 2	4.00
PSOM	2200	Clinical 3	5.00
PSOM	2300	Synthesis Internship.	3.00

Total Semester Credits: 16

*Take one of the following: BIOL 2224 or BIOL 1127/BIOL 1128.

*Take one of the following: ENGL 1110 or ENGL 1108.

Courses in this program require achievement of the following academic skill levels:

- **Reading:** To enroll in these program courses, students must have successfully completed READ 0200 or ESOL 0052 or be declared ready to enroll in READ 1300 on the basis of their reading placement test scores.
- **Writing:** To enroll in these program courses, students must have successfully completed ENGL 0900 or be declared ready to enroll in ENGL 1110.
- **Math:** To enroll in these program courses, students must have successfully completed MATH 0070 or be declared ready to enroll in MATH 0080.

Recreation Studies

- A.S. degree—60 credits
- Diploma—31 credits
- Certificate: Core Studies—16 credits

What You Will Learn

MCTC's Recreation Studies Program prepares you to develop and implement recreation and youth programs that encourage families, teachers, and coaches to work together to create a positive sense of self and community.

You will learn to re-think your role as a leader in these fields and to develop long-term program goals that promote social responsibility, cooperation and open communication. In addition, you will learn to value and better understand different viewpoints and include them in your program plans.

Your coursework will teach you how to develop, distribute, and monitor program and personnel schedules; prepare and present effective oral and written presentations; and work closely with colleagues to form a team of professionals. You will also learn how to deliver basic first aid care and react appropriately to emergency situations.

You will be instructed on effective ways to work with groups to encourage socialization and to help others develop problem-solving skills. By the time you complete the program, you will recognize the importance of partnering with other community organizations and developing minority leaders in urban park and youth programs. You will also see program participants and yourself as members of the same larger community with all of the rights and responsibilities that this membership holds.

During the program, you will have the opportunity to put your knowledge and skills to work in actual urban recreation and youth programs and see firsthand how MCTC graduates can serve as bridges to at-risk youth.

MCTC has an articulation agreement with the University of Minnesota that permits transfer of the A.S. in Recreation Studies to the bachelor of science degree in Recreation, Park and Leisure Studies.

Where You Could Work

- Boys and Girls Clubs
- Big Brothers/Big Sisters
- Courage Center
- YMCA/YWCA
- Special event production companies
- Minneapolis Park and Recreation Board
- St. Paul Park Board
- The Urban League

Students are accepted into this program both fall and spring semesters.

Courses in this program require achievement of the following academic skill levels:

- **Reading:** To enroll in program courses, students must have successfully completed READ 0100 or be declared ready to enroll in READ 0200 or ESOL 0052 on the basis of their reading placement test scores.

Recreation Studies A.S. Degree

Credits: 60

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	*#*	*Course Name*	*Credits*
EDUC	1000	Introduction to Careers with Children and Youth	1.00
EDUC	1215	Growth and Devlopment of Children and Youth	3.00
ENGL	1110	College English 1	3.00
EDUC	1235	Guiding Behaviors of Children and Youth	3.00
RECR	1510	Orientation to Urban Parks, Recreation and Youth	3.00
EDUC	1500	Introduction to Urban Education and Urban Learners	3.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	*#*	*Course Name*	*Credits*
PSYC	1110	General Psychology	4.00
RECR	1810	Recreation Program Planning	3.00
SPCH	1010	Interpersonal Communications	3.00
RECR	2510	Facilities, Security and Personal Safety	3.00
RECR	2100	Outdoor Leadership Activities	2.00
OR			
PHED	2100	Outdoor Activities and Leadership	2.00
RECR	1900	Public Work in Urban Schools	3.00
OR			
EDUC	1900	Public Work in Urban Schools	3.00
RECR	2600	Field Experience	3.00
OR			
EDUC	2600	Field Experience	3.00
OR			
EDUC	2250	Field Experience	3.00
BIOL	1120	Nutrition	3.00
PSYC	2240	Lifespan Development	4.00
EDUC	2250	Special Education—Inclusion Strategies for Children and Youth	3.00
RECR	2900	Internships in Parks/Recreation	3.00
General Education Courses			
(MnTC Goal Areas 2, 4, 6, 8, 9 or 10)			13.00
Total credits: 60.00			

General Education Courses (30 credits)

Students seeking the A.S. degree must complete coursework in six of the 10 goal areas of the Minnesota Transfer Curriculum (MnTC). Within the general education coursework, students must complete a minimum of 3 credits in Goal Area 1, and a minimum of 3 credits from MnTC Goal Areas 7, 8, 9 or 10. The 13 credits of required general education coursework for the A.S. degree fall within the following MnTC goal areas:

- MnTC 01: ENGL 1110 and SPCH 1010
- MnTC 03: BIOL 1120 **OR** BIOL 1136 **AND** BIOL 1137
- MnTC 05: PSYC 1110
- MnTC 10: BIOL 1136 and BIOL 1137

The remaining 17 elective general education credits must be selected to fulfill the requirement to complete coursework in six of the 10 MnTC goal areas.

NOTE: RECR 1600, RECR 1900, and RECR 2600 are program courses and thus not general education courses. However, they do each have MnTC 9 designation, and can be used to satisfy MnTC Goal Area 9 in meeting the requirement to take coursework in six of the 10 MnTC goal areas.

Recreation Studies Diploma: Professional Focus

Credits: 31

This certificate is designed for non-degreed individuals who want to focus primarily on developing the knowledge and skills specific to working with youth in urban park and recreational settings.

Course	*#*	*Course Name*	*Credits*
EDUC	1000	Introduction to Careers with Children and Youth	1.00
EDUC	1215	Growth and Development of Children and Youth	3.00
EDUC	1235	Guiding Behaviors of Children and Youth	3.00
RECR	1510	Orientation to Urban Parks, Recreation and Youth	3.00
EDUC	1500	Introduction to Urban Education and Urban Learners	3.00
SPCH	1010	Interpersonal Communications	3.00
RECR	1810	Recreation Program Planning	3.00
RECR	2510	Facilities, Security and Personal Safety	3.00
RECR	1900	Public Work in Urban Schools	3.00
OR			
EDUC	1900	Public Work in Urban Schools	3.00
RECR	2600	Field Experience	3.00
OR			
EDUC	2600	Field Experience	3.00
RECR	2900	Internships in Parks/Recreation	3.00

Total credits: 31.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

Certificate: Core Studies

Credits: 16

This certificate is designed for individuals who already have an associate in arts or a baccalaureate degree, and who want to gain knowledge and skills specific to working with youth in urban park and recreational settings.

Admission Requirement: associate in arts or a baccalaureate degree.

Required Courses

Course	*#*	*Course Name*	*Credits*
EDUC	1000	Introduction to Careers with Children and Youth	1.00
EDUC	1215	Growth and Development of Children and Youth	3.00
EDUC	1235	Guiding Behaviors of Children and Youth	3.00
EDUC	1500	Introduction to Urban Education and Urban Learners	3.00
RECR	1900	Public Work in Urban Schools	3.00
OR			
EDUC	1900	Public Work in Urban Schools	3.00

Select one (1) of the following courses:

RECR	2600	Field Experience	3.00
OR			
EDUC	2600	Field Experience	3.00
RECR	1510	Orientation to Urban Park and Recreation	3.00
RECR	1810	Recreation Program Planning	3.00
RECR	2510	Facilities	3.00

Total credits: 16.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

Software (Computer) Development

See page 82 for Computer Forensics and page 84 for Network Administration.

Software Development A.A.S. Degree

Credits: 64

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	#	Course Name	Credits
ITEC	1100	Information Technology Concepts	2.00
ITEC	1110	Information Technology Skills	2.00
ITEC	1150	Programming Logic and Design.	3.00
ITEC	1250	Microsoft Windows Operating Systems.	3.00
ITEC	1425	Data Communications	4.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	#	Course Name	Credits
ITEC	1375	Database Design and Implementation	4.00
*ITEC	2425	Infotech Project Management	4.00
OR			
*ITEC	2775	Systems Analysis and Design	4.00
ITEC	2950	Information Technology Career Preparation	2.00

Choose two sets of languages for a total of 16 credits:

ITEC	1750	Visual BASIC .Net/1	4.00
ITEC	2450	Visual BASIC .Net/2	4.00
ITEC	1771	Java /1	4.00
ITEC	2541	Java /2	4.00
ITEC	1700	Visual C# .NET/1	4.00
ITEC	2400	Visual C# .NET/2	4.00
ITEC	1555	Web Programming	4.00
ITEC	2555	Web Client/Server Programming	4.00

Advanced credits

General Education Credits (see right)	16.00
Electives Block Credits (see following)	8.00

Take one of the following: ITEC 2425 or ITEC 2775.

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation.

Elective Courses (8 credits)

Course	#	Course Name	Credits
ITEC	1460	SQL Server Database Design and Implementation	4.00
ITEC	1475	Linux System Administration	4.00
ITEC	1585	E-Commerce Development and Implementation	4.00
ITEC	2075	Application Support and Resource Utilization	4.00
ITEC	2245	Computer Gaming Design and Development	4.00
ITEC	2900	Information Technology Internship	2.00

General Education Courses (16 credits)

To complete the Computer Support and Network Administration A.A.S. degree, students are required to successfully complete 16 credits of general education coursework. The coursework must be selected from at least three of the MnTC goal areas. A minimum of 3 credits must be completed from Goal Area 1; and 3 credits from Goal Areas 7, 8, 9 or 10. Specific courses that are required are ENGL 1110, ENGL 1111, and SPCH 1000. MATH 1110, MATH 1150 or MATH 1160 is recommended

Courses in this program require achievement of the following academic skill levels:

- **Reading:** To enroll in these program courses, students must have successfully completed READ 0200 or ESOL 0052 or be declared ready to enroll in READ 1300 on the basis of their reading placement test scores.
- **Math:** To enroll in these program courses, students must have successfully completed MATH 0700 or be declared ready to enroll in MATH 0080 on the basis of their math assessment test scores.

Software Developer Diploma

Credits: 54

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	#	Course Name	Credits
ITEC	1100	Information Technology Concepts	2.00
ITEC	1110	Information Technology Skills	2.00
ITEC	1150	Programming Logic and Design.	3.00
ITEC	1250	Microsoft Windows Operating Systems	3.00
ITEC	1425	Data Communications	4.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	#	Course Name	Credits
ITEC	1375	Database Design and Implementation	4.00
*ITEC	2425	Infotech Project Management	4.00
OR			
*ITEC	2775	Systems Analysis and Design	4.00
ITEC	2950	Information Technology Career Preparation	2.00

Choose two sets of languages for a total of 16 credits:

ITEC	1750	Visual BASIC .Net/1	4.00
ITEC	2450	Visual BASIC .Net/2	4.00
ITEC	1771	Java /1	4.00
ITEC	2541	Java /2	4.00
ITEC	1700	Visual C# .NET/1	4.00
ITEC	2400	Visual C# .NET/2	4.00
ITEC	1555	Web Programming	4.00
ITEC	2555	Web Client/Server Programming	4.00

Advanced credits

General Education Credits (see below)	6.00
Electives Block Credits (see below)	8.00

Take one of the following: ITEC 2425 or ITEC 2775.

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

Elective Courses (8 credits)

Course	#	Course Name	Credits
ITEC	1460	SQL Server Database Design and Implementation	4.00
ITEC	1475	Linux System Administration	4.00
ITEC	1585	E-Commerce Development and Implementation	4.00
ITEC	2075	Application Support and Resource Utilization	4.00
ITEC	2245	Computer Gaming Design and Development	4.00
ITEC	2900	Information Technology Internship	2.00

General Education Courses (6 credits)

To complete the Software Developer Diploma, students are required to successfully complete 6 credits of general education coursework. The specific courses that are required are ENGL 1110 and SPCH 1000.

Game Developer Certificate

Credits: 29

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	#	Course Name	Credits
ITEC	1100	Information Technology Concepts	2.00
ITEC	1110	Information Technology Skills	2.00
ITEC	1150	Programming Logic and Design.	3.00
ITEC	1250	Microsoft Windows Operating Systems.	3.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	#	Course Name	Credits
ITEC	1375	Database Design and Implementation	4.00
ITEC	1770	Visual C#.NET/1	4.00
ITEC	2245	Computer Gaming Design and Development.	4.00
ITEC	2400	Visual C#.Net/2	4.00
General Education Courses (see below)			3.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (3 credits)

To complete the Game Developer certificate, students are required to successfully complete 3 credits of general education coursework from MnTC Goal Area 1.

continued on next page

JAVA Developer Certificate

Credits: 29

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	#	Course Name	Credits
ITEC	1100	Information Technology Concepts	2.00
ITEC	1110	Information Technology Skills	2.00
ITEC	1150	Programming Logic and Design.	3.00
ITEC	1250	Microsoft Windows Operating Systems.	3.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	#	Course Name	Credits
ITEC	1375	Database Design and Implementation	4.00
ITEC	1771	Java /1	4.00
ITEC	2541	Java /2	4.00
*ITEC	2425	Infotech Project Management	4.00
OR			
*ITEC	2775	Systems Analysis and Design	4.00
General Education Courses (see below)			3.00

*Take one of the following: ITEC 2425 or ITEC 2775.

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

To complete the Java Developer Certificate, students are required to successfully complete 3 credits of general education coursework from MnTC Goal Area 1.

Visual BASIC .NET Developer Certificate

Credits: 29

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	#	Course Name	Credits
ITEC	1100	Information Technology Concepts	2.00
ITEC	1110	Information Technology Skills	2.00
ITEC	1150	Programming Logic and Design.	3.00
ITEC	1250	Microsoft Windows Operating Systems.	3.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	#	Course Name	Credits
ITEC	1375	Database Design and Implementation	4.00
ITEC	1750	Visual BASIC .Net/1	4.00
ITEC	2450	Visual BASIC .Net/2	4.00
*ITEC	2425	Infotech Project Management	4.00
OR			
*ITEC	2775	Systems Analysis and Design	4.00
General Education Courses (see below)			3.00

*Take one of the following: ITEC 2425 or ITEC 2775.

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (3 credits)

To complete the Visual BASIC .Net Developer certificate, students are required to successfully complete 3 credits of general education coursework from MnTC Goal Area 1.

Visual C# Developer Certificate

Credits: 29

Listed below are required courses we suggest students choose during their first semester in this program.

Introductory Courses

Course	#	Course Name	Credits
ITEC	1100	Information Technology Concepts	2.00
ITEC	1110	Information Technology Skills	2.00
ITEC	1150	Programming Logic and Design.	3.00
ITEC	1250	Microsoft Windows Operating Systems.	3.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	#	Course Name	Credits
ITEC	1375	Database Design and Implementation	4.00
ITEC	1770	Visual C#.NET/1	4.00
ITEC	2400	Visual C#.Net/2	4.00
*ITEC	2425	Infotech Project Management	4.00
OR			
*ITEC	2775	Systems Analysis and Design	4.00
General Education Courses (see below)			3.00

*Take one of the following: ITEC 2425 or ITEC 2775.

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (3 credits)

To complete the Visual C# Developer certificate, students are required to successfully complete 3 credits of general education coursework from MnTC Goal Area 1.

Web Developer Certificate

Credits: 29

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program)

Course	*#*	*Course Name*	*Credits*
ITEC	1100	Information Technology Concepts	2.00
ITEC	1110	Information Technology Skills	2.00
ITEC	1150	Programming Logic and Design.	3.00
ITEC	1250	Microsoft Windows Operating Systems.	3.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	*#*	*Course Name*	*Credits*
ITEC	1375	Database Design and Implementation	4.00
ITEC	1555	Web Programming	4.00
ITEC	2555	Web Client/ Server Programming	4.00
*ITEC	2425	Infotech Project Management	4.00
OR			
*ITEC	2775	Systems Analysis and Design	4.00
General Education Courses (see below)			3.00

*Take one of the following: ITEC 2425 or ITEC 2775.

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (3 credits)

To complete the Web Developer certificate, students are required to successfully complete 3 credits of general education coursework from MnTC Goal Area 1.

Database Specialist Certificate

Credits: 29

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	*#*	*Course Name*	*Credits*
ITEC	1100	Information Technology Concepts	2.00
ITEC	1110	Information Technology Skills	2.00
ITEC	1150	Programming Logic and Design.	3.00
ITEC	1250	Microsoft Windows Operating Systems.	3.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	*#*	*Course Name*	*Credits*
ITEC	1375	Database Design and Implementation	4.00
ITEC	1460	SQL Server Database Design and Implementation	4.00
ITEC	1770	Visual C#.Net/1 or Java/1 or VB/1.net (sets of 2)	4.00
ITEC	2400	Visual C#.Net/2 or Java/2 or VB/2.net (sets of 2)	4.00
General Education Courses (see below)			3.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (3 credits)

To complete the Database Specialist certificate, students are required to successfully complete 3 credits of general education coursework from MnTC Goal Area 1.

Sound Arts

- A.S. Degree—64 credits

What You Will Learn

MCTC's Sound Arts program will teach you to artistically produce and create quality sound, using the most current high-tech equipment and computer software available.

The core of the program—the first of its kind in the Midwest—is a series of five comprehensive sound arts courses encompassing the physics of sound, analog and digital theory, and artistic form. MCTC's experienced faculty also will provide extensive hands-on training, teaching you to operate electronic and digital equipment and encouraging you to develop your own creative vision. You will broaden your knowledge by studying sound arts history and literature, music theory and design, and the business of sound arts.

The program will help you master the specific procedures for recording, manipulating and mixing sound in a studio. You will even learn how to design your own studio for professional work in music or sound design. In addition, you will learn to adapt to change and train yourself on new equipment and technologies as they appear.

You will have the opportunity to work individually and in groups to complete projects involving music, dialogue, and sound effects and learn to tie sound projects to video and film. In addition, you will put your new skills to work in an internship in the sound industry. For a final project, you will produce a portfolio of small and large works mastered to a compact disk.

All students in the program will need to purchase media materials such as recording tape and Jump Drives during the course of the program.

MCTC has an articulation agreement with Metropolitan State University.

Where You Could Work

- Recording and postproduction studios
- Location recording companies
- Video and film location and studios
- Radio stations
- Commercial music houses
- Nightclubs and touring productions
- Web design firms
- Self-employment (self-run studios and production companies)

How You Apply

To apply to this program, students must submit an MCTC General Application. Initial course enrollment is determined to allow equitable admission according to specific criteria. See Admissions for details and a projected open seat date for the initial course.

Students are accepted into this program for fall and spring semesters only.

Production SNDA courses are not available for auditing.

Courses in this program require achievement of the following academic skill levels:

- **Reading:** To enroll in these program courses, students must have successfully completed READ 0200 or ESOL 0052 or be declared ready to enroll in READ 1300 on the basis of their reading placement test scores.
- **Writing:** To enroll in these program courses, students must have successfully completed ENGL 0900 or ESOL 0051 or be declared ready to enroll in ENGL 1110 on the basis of their writing placement test scores.
- **Math:** To enroll in these program courses, students must have successfully completed MATH 0060 or be declared ready to enroll in MATH 0070 on the basis of their math placement test scores.

In addition, students must demonstrate computer literacy skills by passing the College's computer literacy exam or successfully completing one of the following courses: COML 1000, COML 1100, BTEC 1010, ITEC 1100 or CSCI 1100.

Sound Arts A.S. Degree

Credits: 64

Introductory Courses

(Listed below are required courses we suggest students choose from during their first semester in this program.)

Course	*#*	*Course Name*	*Credits*
MUSC	1150	Fundamentals of Music	3.00
SNDA	1310	Sound Arts 1: The Nature and Control of Sound	3.00
General Education Courses (see below)			6.00
Elective Courses (see below)			3.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	*#*	*Course Name*	*Credits*
MUSC	1160	Music Theory and Design	3.00
SNDA	1320	Sound Arts 2: Advanced Recording and Sync	3.00
SNDA	1360	Sound Arts History and Literature	3.00
SNDA	2330	Sound Arts 3: Advanced Digital Sound and Music	4.00
SNDA	2340	Sound Arts 4: Form and Design	3.00
SNDA	2350	Sound Arts 5: Final Project	3.00
SNDA	2370	Project Studio Design	3.00
SNDA	2380	Internship	3.00
SNDA	2390	Sound Arts as Business	3.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (27 credits)

To complete the Sound Arts A.S. degree, students are required to successfully complete 27 credits of general education coursework. This coursework must be selected from at least six of the MnTC goal areas. A minimum of 3 credits must be completed from Goal Area 1 and 3 credits from Goal Areas 7, 8, 9 or 10. Specific courses that are required are ENGL 1110, ENGL 1111, MUSC 1150 and MUSC 1160.

Elective Courses

Select one course from the following:

Course	*#*	*Course Name*	*Credits*
FILM	1320	Film History 2	3.00
MUSC	1000	Introduction to Music	3.00
MUSC	1010	American Popular Music 1	3.00
MUSC	1020	American Popular Music 2: The History and Development of Rock 'n' Roll	3.00

Theatre Arts

** Pending MnSCU Approval*

- A.F.A Degree—60 credits

What You Will Learn

MCTC's A.F.A. in Theatre Arts will give you training in the basic skills necessary for creative expression in the performance and technical aspects of the theatre arts, and, if you choose, provide you with the ability to transfer to a B.A. or B.F.A. degree in Theatre. It will also qualify you for the first half of a cooperative B.A. degree in Theatre Arts with Metropolitan State University, the only state college or university outside of the University of Minnesota to offer a B.A. degree in Theatre Arts in the Twin Cities.

The program integrates the artistic, technical and academic disciplines of theatre practice. You may choose an emphasis in acting, directing or technical theatre skills. You will also learn to interpret and understand global theatre history, as well as contemporary and classical dramatic literature.

Your instructors will be theatre artists with professional experience and graduate degrees in theatre. Their classes focus on developing the fundamentals of acting, stage movement, vocal production, play directing and producing, scene design and lighting, playwriting, and written and oral response to theatre.

The Theatre Department's stage productions will serve as your learning laboratory, an opportunity to enter into creative collaborations with faculty, community members and artists-in-residence. You may find yourself acting, directing, designing or viewing productions at any given time to learn all aspects of the theatre experience, from lab theatre to the mainstage. The productions and your coursework combine to give you a solid base in classical, modern, contemporary and multicultural theatre.

The program has cross-disciplinary connections with Cinema, Video and Digital Arts, Art, Music, English, and various Humanities disciplines.

Where You Could Work

- Local, regional and national theatre companies
- Music, dance and opera companies
- Local and regional TV production
- Local and regional film production
- Local and regional commercial production houses
- Live events production agencies

Theatre Arts A.F.A. Degree

Credits: 60

Required Core Courses

Course	*#*	*Course Name*	*Credits*
THTR	1104	Introduction to Acting 1	3.00
THTR	1131	Introduction to Theatre	3.00
THTR	1145	Stagecraft: Scene Design and Lighting	3.00
THTR	2105	Introduction to Acting 2	3.00
THTR	2145	Introduction to Directing	3.00
THTR	2150	Theatre History 1	3.00
THTR	2160	Theatre Capstone	2.00

Theatre Credits in A.F.A. in Theatre Arts	20.00
Remaining credits are the complete MnTC (see catalog for a list of these)	40.00

Video and Digital Arts

* Note that this award will no longer be offered after spring 2009. New majors are offered throught the **Cinema Division.**

- A.S. Degree—64 credits

What You Will Learn

MCTC's Video and Digital Arts program integrates the language and aesthetics of traditional filmmaking with digital technology and supports you in becoming a compelling visual storyteller through the medium of digital video. The primary emphasis is on narrative production, then documentary production and finally, experimental production. There is extensive hands-on learning in the program's production sequence, wherein you will develop professional skills in writing, directing, camera work, sound recording, and nonlinear digital editing. You will take a broad selection of classes from screenwriting, film history, production management, advanced graphics, etc.

As an Apple Authorized Training Center for Education, the unique Final Cut Pro curriculum is embedded in multiple production courses in the program and is taught by instructors who are Apple certified trainers. Degree-seeking students are eligible to take the certification exam after completion of their second year in the VIDA program at no additional cost for training.

MCTC's experienced and qualified faculty—all professional film and/or video makers—will guide you as you learn to express yourself using moving images and sound. You can also take advantage of diverse internship opportunities in the Twin Cities area, one of the largest commercial and industrial markets in the Midwest. The program is physically demanding and involves substantial production work outside classroom hours. Students are required to purchase video tapes, DVD media and an external storage drive.

NOTE: Students in the first semester should complete selected introductory courses and meet with a faculty advisor by the eighth week to choose a major concentration. All first semester coursework must be completed or in process before students can enroll in second semester courses. Students are encouraged to seek advice from counselors and faculty regarding appropriate sequencing of required coursework for degree completion. Film and Video students are strongly encouraged to choose electives from the Media Production program (MPRO).

Where You Could Work

- Local and regional production and postproduction facilities
- Independent film/video production houses
- Film/video industries on either Coast
- Television facilities

How You Apply

To apply to this program, students must submit an MCTC Application and an essay. Initial course enrollment is determined by a waiting list intended to allow equitable admission according to specific criteria. Please see Admissions for details and a projected open seat date for the initial course.

Students seeking to re-enroll in coursework they have successfully completed must have the permission of the instructor.

Students are accepted into this program for fall and spring semesters only.

Production VIDA courses are not available for auditing.

Courses in this program require achievement of the following academic skill levels:

- **Reading:** To enroll in these program courses, students must have successfully completed READ 0200 or ESOL 0052 or be declared ready to enroll in READ 1300 on the basis of their reading placement test scores.
- **Writing:** To enroll in these program courses, students must have successfully completed ENGL 0900 or ESOL 0051 or be declared ready to enroll in ENGL 1110 on the basis of their writing placement test scores.
- **Math:** To enroll in these program courses, students must have successfully completed MATH 0060 or be declared ready to enroll in MATH 0070 on the basis of their math placement test scores.

In addition, students must demonstrate computer literacy skills by passing the College's computer literacy exam or successfully completing one of the following courses: COML 1000, COML 1100, BTEC 1010, ITEC 1100 or CSCI 1100.

continued on next page

Video and Digital Arts A.S. Degree

Credits: 64

Introductory Courses

(Listed below are required courses we suggest students complete during their first semester in this program.)

Course	*#*	*Course Name*	*Credits*
ENGL	1110	College English 1	3.00
FILM	1150	Introduction to Film and Video.	3.00
FILM	1310	Film History 1.	3.00
SCRN	1510	Introduction to Screenwriting	3.00
General Education Courses (see below)			13.00

Advanced Courses

(Listed below are additional courses required for completion of this program.)

Course	*#*	*Course Name*	*Credits*
ENGL	1111	College English 2	3.00
FILM	1020	Sound for Image	2.00
FILM	2350	Documentary and Experimental Film and Video	2.00
FILM	2800	Production Management for Media Artists.	3.00
SCRN	1520	Short Narrative Script	4.00
VIDA	1250	Video 2: Digital Story Telling.	4.00
VIDA	2100	Video 3: Directing the Narrative Digital Video Production	4.00
VIDA	2250	Video 4: Documentary Production	3.00
VIDA	2300	Video and Digital Arts 5: Advanced Projects	4.00
VIDA	2400	Internship	2.00
General Education Courses (see below)			14.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (30 credits)

To complete the Video and Digital Arts A.S. degree, students are required to successfully complete 30 credits of general education coursework. This coursework must be selected from at least six of the MnTC goal areas. A minimum of 3 credits must be completed from Goal Area 1 and 3 credits from Goal Areas 7, 8, 9 or 10. Specific courses that are required are ENGL 1110, ENGL 1111 and FILM 1320.

Welding and Metal Fabrication

- Welding and Metal Fabrication Certificate—30 credits

What You Will Learn

MCTC's Welding and Metal Fabrication program will provide you with the technical knowledge and hands-on skills you need to gain entry level employment with manufacturing plants and various other industries.

This program will introduce you to current welding and metal fabrication processes widely used in a great variety of work environments. Throughout the program, you will receive practical information on how metal fabrication processes work. Then, you will apply that knowledge in a hands-on environment by utilizing welding and metal fabrication equipment. By examining your projects with the instructor, you will begin to develop a skill and knowledge base which will be useful in shops and at work sites.

In addition, you will learn about shop safety and safe work practices, blueprint reading, applied math, and general fabrication methods.

To participate in the program, you should be in good physical health and possess stamina, be able to lift 50 pounds, and have good eye-hand coordination and manual dexterity.

With additional education and training, you may advance to more skilled jobs in the manufacturing and construction fields or open your own shop. Welding courses are also valuable for persons who have careers or interests that require some welding knowledge.

MCTC has an articulation agreement with the Welding Program at Saint Paul College.

For more information, contact the program faculty coordinator, Todd Bridigum at 612-659-6054.

MCTC's Welding and Metal Fabrication program is a member college of 360°, a Minnesota State Colleges and Universities Center of Excellence in Manufacturing and Applied Technology. Visit their website at *www.360mn.org* for more information on career ladder programs offered by 360° colleges and Bemidji State University.

Where You Could Work

- Industrial fabrication and repair shops
- Custom job shops
- Medical/Pharmaceutical industry
- Food machinery and equipment manufacturers
- Aircraft, automobile, trucking and shipbuilding industries
- Construction sites

Students are accepted into this program in fall semester only.

Requirements for fall admission:
Students must meet admission requirements, or they may be accepted into the program if enrolled in MATH 0060, concurrently with enrollment in: WELD 1000, WELD 1050, WELD 1100, WELD 1150. Instructor will work with students enrolled in MATH 0060 in accommodating class schedules which pose a time conflict.

Requirements for spring admission:
Students must meet admission requirements and register for the following courses: WELD 2050, WELD 2100, WELD 2150 and WELD 2200.
Courses in this program require achievement of the following academic skill levels:

- **Reading:** To enroll in these program courses, students must have successfully completed READ 0100 or completion of ESOL 0042 or placement into ESOL 0052 or be declared ready to enroll in READ 1300 on the basis of their reading placement test scores.
- **Math:** To enroll in these program courses, students must have successfully completed MATH 0060 or be declared ready to enroll in MATH 0070 on the basis of their math placement scores.

Welding and Metal Fabrication Certificate

Credits: 30

First Semester

Course	*#*	*Course Name*	*Credits*
WELD	1000	Applied Shop Mathematics and Measuring Devices	3.00
WELD	1050	Oxy/Acetylene Welding, Brazing and Cutting	3.00
WELD	1100	Shielded Metal Arc Welding	3.00
WELD	1150	Blueprint Reading and Welding Symbols	3.00
General Education Credits (see below)			3.00

Second Semester

Course	*#*	*Course Name*	*Credits*
WELD	2000	Layout (Volumes) and Fixture	2.00
WELD	2050	Gas Metal Arc Welding	3.00
WELD	2100	Flux Core Arc Welding	2.00
WELD	2150	Gas Tungsten Arc Welding—DC Applications	3.00
WELD	2200	Gas Tungsten Arc Welding—AC Applications	2.00
WELD	2500	Fabrication Shop/ Equipment	3.00

General Education Courses (3 credits)

To complete the Welding and Metal Fabrication program, you are required to successfully complete 3 credits of general education coursework from the MnTC Goal Area 1.

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

Western Herbalism

- A.A.S. Degree—60–63 credits

What You Will Learn

In the Western Herbalism program, you will learn the skills needed to work in the field of herbalism. Herbal medicine is the art and science of using herbs for both promoting health and preventing and treating illness. Herbal medicine has persisted as the world's primary form of medicine since the beginning of time, with a written history more than 5,000 years old. Seventy-five percent of the world's populations still rely primarily on traditional healing practices, most of which is herbal medicine. This program meets recommended standards for education by the American Herbalists Guild (AHG) and prepares students to take the national test sponsored by the AHG.

Knowledge of biological sciences, human anatomy and physiology, plant biology, nutrition, medical terminology, communication, and business basics are a foundation upon which the program courses build to help you learn the art and science of Western Herbalism in contemporary society. An emphasis is made on providing you with a science-based knowledge of Western Herbalism and to foster your understanding of a holistic practice of working with plants and people.

Students must pass a background check and provide evidence of immunity prior to working in a clinic setting.

Courses in this program require achievement of the following academic skill levels:

- **Reading:** To enroll in these program courses, students must have successfully completed READ 0200 or ESOL 0052 or be declared to enroll in READ 1300 on the basis of their reading placement test scores.
- **Writing:** To enroll in these program courses, students must have successfully completed ENGL 0900 or ESOL 0051 or be declared ready to enroll in ENGL 1110 on the basis of their writing placement test scores.
- **Math:** To enroll in these program courses, you must have successfully completed MATH 0070 or be declared ready to enroll in MATH 0080 on the basis of your Math placement test score.

Where You Could Work

Western Herbalism graduates work in a variety of settings around the country.

- Collaborative practice with other healthcare providers
- Work in the manufacturing of commercial herbs
- Work in the growing and harvesting and medicinal plants
- Independent practice as a herbalist

Western Herbalism A.A.S. Degree

Credits: 60–63

First Semester

Course	*#*	*Course Name*	*Credits*
HERB	1000	History of Herbalism	3.00
HERB	1100	Herbs in the Marketplace	3.00
INFS	1000	Information, Literacy, and Research Skills	2.00
ENGL	1110	College English 1	3.00
BIOL	1190	Biomedical Terminology	2.00
OR			
HCCC	1100	Medical Terminology	1.00
BIOL	1100	Introduction to Biology	4.00
OR			
BIOL	2200	Principles of Biology	4.00

Total semester credits 16–17

Second Semester:

Course	*#*	*Course Name*	*Credits*
HERB	1300	Western Herbal Medicine Making	4.00
HERB	1810	Materia Medica 1	3.00
BIOL	2250	Plant Biology	4.00
BIOL	2224	Anatomy	4.00
OR			
BIOL	1127	Human Biology	3.00
BIOL	1128	Human Biology Lab	1.00

Total semester credits 15

Third Semester:

Course	*#*	*Course Name*	*Credits*
HERB	2000	Herbal Integration Internship	1.00-3.00
HERB	2110	Materia Medica II	3.00
BIOL	1136	Environmental Science	3.00
BIOL	1137	Environmental Science Lab	1.00
HLTH	2200	Environmental Issues in Health and Wellness	2.00
BIOL	1120	Nutrition	3.00

Total semester credits 13–15

Fourth Semester:

Course	*#*	*Course Name*	*Credits*
HERB	2210	Health and the Business of Herbal Medicine	3.00
HERB	2300	Lifespan and Gender Specific Herbs	4.00
SPCH	1012	Intercultural Communication	3.00
OR			
ACES	1190	World Religions	3.00
BUSN	1145	Small Business Management	3.00
OR			
BUSN	2254	Entrepreneurship	3.00
OR			
BUSN	2260	Legal Environment of Business	3.00
Electives			3.00

Total semester credits 16

Women's Studies

- Certificate—18 credits

What You Will Learn

MCTC's Women's Studies program will help you examine the world from the perspectives of ethnically diverse women and become an agent of positive change for women and their communities.

Your coursework will be feminist in context and philosophy, as courses are designed to value and affirm cultural diversity, widen women's access to the institutions in a democratic society, and empower women to become leaders in building strong communities.

You will learn to use research to obtain the information you need—whether related to politics or the arts. For instance, you will be trained to use the Internet to access social science and women's studies resources, such as the Wellesley Center for Women's Research and the *National Women's Studies Journal*. You also will learn to track the work of a U.S. congresswoman or U.S. senator to study her professional preparation for Congress, as well as her demonstrations of leadership, ideas and proposed legislation. Plus, you will be able to identify contemporary women artists performing lectures, plays and/or art shows in the local community.

During the program, you will have several service learning opportunities in the women's service community and have the chance to participate with faculty and other students in the International Women's Day Conference at the University of Minnesota.

The Women's Studies program will expose you to one class in each of the liberal arts and fulfill elective requirements in several degree programs.

MCTC has an articulation agreement with Metropolitan State University. In addition, the Women's Studies counselor will help nontraditional students apply for transfer scholarships at specified private and public colleges.

Where You Could Work

- Environment and health resource centers such as Women's Cancer Resource Center, Melpomene, and the Institute for Agriculture and Trade
- Social service centers such as Harriet Tubman Women's Shelter and the Sexual Violence Center
- Advocacy groups such as Minnesota Advocates for Human Rights
- Cultural resource organizations such as Black, Indian, Hispanic and Asian Women in Action; the Indian Women's Resource Center

Women's Studies Certificate

Credits: 18

Required Course

Course	*#*	*Course Name*	*Credits*
WOST	1101	Introduction to Women's Studies	3.00

Additional Courses

The 15 remaining credits must be chosen from at least three of the following four MnTC goal areas and electives areas:

Goal 3: Natural Sciences

Course	*#*	*Course Name*	*Credits*
BIOL	1160	Biology of Women	3.00

Goal 5: History and the Social and Behavioral Sciences

Course	*#*	*Course Name*	*Credits*
ANTH	1150	Women in Cross-Cultural Perspective	3.00
HIST	2241	Women in Early America, 1500–1865	3.00
HIST	2242	Women in Modern America, 1865 to the Present	3.00
SOCI	1170	Women in a Global Perspective.	3.00

Goal 6: Humanities and Fine Arts

Course	*#*	*Course Name*	*Credits*
ARTS	2211	Women in Art	3.00
ENGL	1158	Women's Literature	3.00
WOST	1140	Introduction to Women's Culture.	3.00
WOST	1150	Images of Women in Contemporary Literature	3.00
WOST	2200	View of Modern Women	3.00
WOST	2211	Women and Violence: The Humanities Respond.	3.00
WOST	2212	Women, Ecofeminism and Development.	3.00
WOST	2213	Current Literature on Women and Empowerment.	3.00
WOST	2235	Women Poets of the World	3.00

Electives

Course	*#*	*Course Name*	*Credits*
BUSN	1166	Women in Leadership and Management	3.00
READ	2200	Topics in Advanced Critical Reading	3.00

First semester courses will generally be selected with the assistance of a counselor or advisor during Orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

Course Descriptions

Academic Development

ADEV 1000: Orientation to Higher Education
2.00 credits (2.00 lec)
This course provides students with specific skills needed to accomplish their academic and personal goals. Through lecture, discussion, group exercises, videos and self-reflection, they are introduced to a variety of topics critical to your success. These topics include, but are not limited to: learning styles, time management, test taking, critical thinking, diversity relationships and money management.
Prerequisites: Students must be enrolled in Starting Point.

ADEV 1010: Career Planning
2.00 credits (2.00 lec)
Designed for the undecided student, this course views making career decisions as a process. The course includes an examination of individual strengths, values, interests and skills, and encourages the establishment of specific goals. Occupational information, rèsumé writing, interview techniques and resources, and changes in the world of work will be explored.

ADEV 1015: ESOL Strategies for College Success
2.00 credits (2.00 lec)
This course provides English speakers of other languages (ESOL) with specific skills needed to accomplish their academic and personal goals. Through lectures, discussion, group exercises, videos and career exploration activities, students are introduced to a variety of topics necessary for success in school and employment. These topics include, but are not limited to: organizational techniques, time management, note taking, critical thinking, test-taking strategies and learning styles.
Prerequisites:Placement into ESOL 0031.

ADEV 1100: Strategies for College Success
2.00 credits (2.00 lec)
This course is designed to increase students' success in college by assisting them in obtaining skills necessary to reach their educational objectives. Topics include college requirements and expectations, academic and career goal-setting, time planning, stress management, communication skills, learning styles, and an overview of study skills.
Prerequisites: Placement into ENGL 0900 or ESOL 0051.

ADEV 1130: Becoming Assertive
1.00 credit (1.00 lec)
In this course, students will learn how to be assertive in their daily lives without infringing on the rights of others. Appropriate techniques for expressing points of view, disagreeing and confronting conflict will be discussed. If interested in career fields such as nursing, human services and addiction counseling, students may find this course helpful, as will liberal arts students who wish to improve their communication skills.

ADEV 1150: Career and Academic Strategies
1.00 credit (1.00 lec)
This course is one of self-discovery: personality, values, interests, abilities, and their relation to academic and career paths utilizing computer-based programs as well as other established instruments and teaching materials.

ADEV 1180: Thinking Skills for Solving Personal Problems
1.00 credit (1.00 lec)
In this course, students will learn strategies to overcome problems they face in daily life. Personal responsibility is acknowledged and skills such as positive self-talk, realistic attribution of causes and predicting right rewards are stressed.

ADEV 2998: Directed Study
Prerequisites: One course in ADEV.

Accounting

ACCT 1180: Calculators
1.00 credit (1.00 lab)
This course covers development of the touch system on the calculator keyboard and microcomputer number pad keyboards. Students will develop speed and accuracy using the touch system for the four basic arithmetic operations and solving business problems.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

ACCT 1200: Principles of Accounting 1
4.00 credits (4.00 lec)
This course is an introduction to the fundamental accounting concepts and principles used to analyze and record business transactions. Topics include the accounting cycle, special journals, internal control, accounting system design, bank reconciliation and petty cash.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

ACCT 1210: Principles of Accounting 2
4.00 credits (4.00 lec)
This course covers the analysis and recording of business transactions related to a merchandising enterprise, inventory methods, current liabilities, plant assets and intangible assets. Also covered are the accounting principles and concepts applicable to corporate organizations. Topics covered include: capital structures, stockholders' equity, earnings, dividends, Retained Earnings Statements and Statements of Cash Flows.
Prerequisites: ACCT 1200; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

ACCT 1220: Accounting Math
3.00 credits (3.00 lec)
This course covers how to make commonly occurring business-related calculations and how to apply these calculations to various business situations.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

ACCT 1230: Payroll Accounting
3.00 credits (3.00 lec)
This course covers the various state and federal laws pertaining to the computation and payment of salaries and wages. Topics include preparation of employment records, payroll time cards, payroll register, employee earnings records, and state and federal reports.
Prerequisites: ACCT 1200; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

ACCT 1255: Accounting Spreadsheets
3.00 credits (1.00 lec/2.00 lab)
This course is intended for accounting majors and those who want an in-depth exposure to Excel 2000 for Windows. Topics include: worksheet basics, creating a worksheet, creating charts, integrating the worksheet with other Windows programs and the Web, data tables, importing data, and enhancing a worksheet with Visual BASIC.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

ACCT 1262: Computerized Accounting
2.00 credits (1.00 lec/1.00 lab)
This course combines basic accounting concepts with learning all the key accounting software skills supported in Peachtree Complete Accounting.
Prerequisite: ACCT 1200.

ACCT 1269: Quickbooks for Accounting
1.00 credit (1.00 lab)
This course is an introduction to QuickBooks for Accounting software. Topics include: setting up an accounting system, budgeting, adjusting entries, cash-oriented business activities, and debits and credits.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

ACCT 1280: Income Tax
3.00 credits (2.00 lec/1.00 lab)
This course provides an explanation and interpretation of the Internal Revenue Code as it applies to individual income tax returns. Students will have opportunities to prepare income tax returns.
Prerequisite: ACCT 1200.

ACCT 2205: Understanding Financial Statements
3.00 credits (3.00 lec)
This course covers basic accounting concepts and shows students how to use financial statements to assess performance and measure the financial condition of a business. Topics include a brief review of the basic accounting concepts, a review of the financial statements and ratio analysis.
Prerequisites: ACCT 1210; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

ACCT 2210: Spreadsheet Design
3.00 credits (2.00 lec/1.00 lab)
This course is an application of Excel 2000 for Windows, a computerized spreadsheet, to typical business situations. The student will design and implement spreadsheets to accomplish the goals of typical business situations.
Prerequisites: ACCT 1255; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

ACCT 2220: Cost Accounting
4.00 credits (4.00 lec)
This course covers accounting for materials, labor and factory overhead in a manufacturing entity. Topics include process costing, job order costing, budgeting and a special emphasis on activity-based costing.
Prerequisites: ACCT 1210; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

ACCT 2230: Intermediate Accounting 1
4.00 credits (4.00 lec)
This course is an advanced study of accounting theory and concepts, including analysis and practical application of the influences on financial accounting by various policy-making boards and governmental agencies. Topics include the income statement, balance sheet, statement of cash flows, assets and liabilities.
Prerequisites: ACCT 1210; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

ACCT 2240: Intermediate Accounting 2
4.00 credits (4.00 lec)
This course is a continuation of the comprehensive study of accounting theory and concepts. Topics include owners' equity, revenue recognition concepts, changes in price levels and financial statement analysis.
Prerequisites: ACCT 2230; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

ACCT 2252: Accounting Internship
2.00 credits (2.00 int)
This course provides students with actual work experience in an accounting position. A competency-based training plan will be developed for each student.
Prerequisites: ACCT 1210 and instructor approval; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

ACCT 2290: Accounting Technical Review
1.00 credit (1.00 lab)
This is a capstone course intended to provide an opportunity for students to show their grasp of the accounting material covered in the two years of the Accounting Technician programs. It will consist of the completion of two or three comprehensive practice sets.
Prerequisites: ACCT 1210, 1220, 1255, 2230; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

ACCT 2998: Directed Study
Prerequisites: One course in ACCT; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

Addiction Counseling

COUN 1500: Drugs in the Community
3.00 credits (3.00 lec)
This course is designed to acquaint students with the physiological, psychological and sociological aspects of commonly abused drugs in the community. Topics include: drugs of abuse (marijuana, alcohol, cocaine, etc.); substance abuse among people in the community (youth, ethnic and cultural groups); and substance abuse services (prevention, treatment, drugs and law enforcement). This is a nonprogram course that is offered for the general student body.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

COUN 2510: Introduction to Addictionology
3.00 credits (3.00 lec)
This course acquaints students with what addiction counselors experience both personally and professionally. Ethics, licensure and the 12 core functions of a counselor are discussed. The course focuses on gaining a working knowledge of predominant professional approaches to addiction. Historic approaches, Jellinek theory and the disease concept are critically reviewed. It also examines similarities of many types of harmful dependencies and stresses differences and parallels among various approaches. Discussion and writing assignments allow students to further develop critical thinking skills. If taking only one COUN course, students must begin with COUN 2510. Cannot be taken pass/fail.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

COUN 2520: Psychopharmacology
3.00 credits (3.00 lec)
This course will acquaint students with psychoactive drug classifications and with the physiological, biochemical, and psychological effects of mind-altering drugs. This course describes the characteristics of several types of mental illness, how they co-vary with chemical dependency, and how education and counseling techniques are used in treatment. Cannot be taken pass/fail.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

COUN 2530: Counseling Skills

3.00 credits (3.00 lec)

Students learn basic microcounseling skills, such as attending, active listening and attention to nonverbal communication. Students will also examine values and ethics related to counseling. The course will focus on the theories and techniques of psychodynamic, humanistic, cognitive-behavioral and family counseling. Students will practice skills and techniques associated with these types of counseling. The applicability to chemical dependency clients and treatment will be discussed. Cannot be taken pass/fail.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

COUN 2620: Assessment and Interviewing

3.00 credits (3.00 lec)

This course teaches the skills of chemical health assessment and referral. Students will learn appropriate interviewing techniques, data collection, and diagnostic and referral procedures. Several assessment tools are reviewed along with "Rule 25" and DSM-IV criteria. Students will practice advanced counseling skills and motivational interviewing techniques. This course meets the 30-hour state requirement for "Rule 25" training. Cannot be taken pass/fail.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

COUN 2630: Case Management and Legal and Ethical Standards

3.00 credits (3.00 lec)

This course is designed to provide students with the knowledge and skills necessary for successful case management as an addiction counseling professional. Topics include: the legal requirements of clinical practice, the major core functions of addiction counseling, cultural factors in clinical practice and ethics for addiction counselors. Cannot be taken pass/fail.

Prerequisites: COUN 2510, COUN 2520, COUN 2530; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

Prerequisite/Corequisite: COUN 2620.

COUN 2640: Group Counseling

3.00 credits (3.00 lec)

This course teaches the dynamics of group counseling. You will learn the skills of group counseling in a classroom and laboratory experience and learn writing and charting skills necessary to document client progress. Topics include stages of group function, group rules and goals, group leader skills, types of group therapy, etc. Students will use group process to demonstrate readiness to intern and collaborate with faculty on internship planning with the intent of meeting individualized career goals. Students will select an appropriate internship site for the following semester. Cannot be taken pass/fail.

Prerequisites: COUN 2510, COUN 2520, COUN 2530; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

Prerequisites/Corequisites: COUN 2620 and COUN 2630.

COUN 2700: Internship 1

9.00 credits (9.00 int)

This internship sequence is intended to provide students with the opportunity to transfer the knowledge gained and skills developed in the academic portion of the Addiction Counseling program into clinical settings. Some emphasis on prevention, education, research and/or administration is also possible. The internships require students to demonstrate competence in the 12 core functions of a counselor and may take place in a variety of agencies. Students will collaborate with faculty on internship planning with the intent of meeting individualized career goals. One of the two internships must be at least 440 hours in duration, and the two internships combined should total at least 880 hours. Must be taken pass/fail.

Prerequisites: COUN 2510, COUN 2520, COUN 2530, COUN 2620, COUN 2630, COUN 2640; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

Corequisite: COUN 2710.

COUN 2710: Internship Seminar 1

1.00 credit (1.00 int)

Students will meet biweekly on campus for an Internship Seminar. The seminar is run by COUN faculty and provides information not previously covered in coursework. It also provides students with a supportive forum for processing on-site experiences. Cannot be taken pass/fail.

Prerequisites: COUN 2510, COUN 2520, COUN 2530, COUN 2620, COUN 2630, COUN 2640; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

Corequisite: COUN 2700.

COUN 2800: Internship 2
9.00 credits (9.00 int)
This internship sequence is intended to provide students with the opportunity to transfer the knowledge gained and skills developed in the academic portion of the Addiction Counseling program into clinical settings. Some emphasis on prevention, education, research and/or administration is also possible. The internships require students to demonstrate competence in the 12 core functions of a counselor and may take place in a variety of agencies. One of the two internships must be at least 440 hours in duration, and the two internships combined should total at least 880 hours.
Must be taken pass/fail.
Prerequisites: COUN 2700; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.
Corequisite: COUN 2810.

COUN 2810: Internship Seminar 2
1.00 credit (1.00 int)
Students meet biweekly on campus for an Internship Seminar. The seminar is run by COUN faculty and provides information not previously covered in coursework. It also provides students with a supportive forum for processing on-site experiences. Cannot be taken pass/fail.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.
Corequisite: COUN 2800.

COUN 2998: Directed Study
Prerequisites: One course in COUN and placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

Air Traffic Control

ATCT 2000: Introduction to Air Traffic Control
3.00 credits (3.00 lec)
This online course introduces students to Aviation and Air Traffic Control (ATC) and provides them with the basic knowledge of aviation terms and concepts they will need to become an Air Traffic Controller. They will learn the background and history of ATC as well as the development of the ATC system. They also will develop an understanding of the environments of ATC, terminal and en route. They will examine rules, procedures and phraseology used in both environments.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051; placement into MATH 0070 or completion of MATH 0060.

ATCT 2100: Introduction to Aviation Weather
3.00 credits (3.00 lec)
This online course introduces students to aviation weather and those points necessary for a basic understanding and application of aviation weather as used by air traffic controllers. They will learn the general characteristics of weather formation. They also will compare several sources of weather information used by controllers and different formats for issuing weather to pilots, learning to encode and decode weather information on each.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051; placement into MATH 0700 or completion of MATH 0060.

ATCT 2110: Aviation Knowledge
3.00 credits (3.00 lec)
This course provides an introduction to the basic terminology, definitions, rules and requirements used in aviation. It will cover the fundamental principles of flight and introduce students to the pilot's environment. Students will examine various publications pertinent to aviation, including the Aeronautical Information Manual and Federal Aviation Regulations.

ATCT 2120: ATC Navigation/Flight Operations
3.00 credits (3.00 lec)
This course examines basic navigation procedures and navigation equipment used in Air Traffic Control. In addition, the course will provide an overview of rules and procedures used by pilots and air traffic controllers in general as well as commercial flight operations.
Prerequisites: ATCT 2000, ATCT 2100 and ATCT 2110.

ATCT 2135: Aviation Law: Accident Investigation Analysis and ATC Applications
3.00 credits (3.00 lec)
This online course examines regulatory agencies, FAA enforcement of Federal Aviation Regulations (FARs) and the relationships between the needs of commercial, military and general aviation and their impact on ATC. Students will analyze and discuss FARs. They will also analyze accidents that have significance in ATC.
Prereq: 18 Gen Ed Credits.

ATCT 2200: Human Factors in Air Traffic Control 1
2 credits (2.00 lec)
This course introduces students to the human factors related to air traffic control in four catagories: communication, team building, workload management and technical proficiency.
Prerequisites: ATCT 2000, ATCT 2100 and ATCT 2110.

ATCT 2300: Principles of ATC
4 credits (4.00 lec)
This course covers the foundation information necessary for students to understand en route air traffic control, which includes non-radar, radar and radar associate control positions. The course will also introduce the student to procedures in performing air traffic control duties in the en route environment.
Prerequisites: ATCT 2000, ATCT 2100 and ATCT 2110.

ATCT 2310: Principles of En Route Non-Radar Separation
3.00 credits (3.00 lec)
This course explores non-radar separation in the en route ATC environment. Students will learn aircraft flight characteristics, navigational aids and airspace used in this unique training environment. They will also examine documentation procedures and the language of ATC, phraseology. Students will explore and begin to apply non-radar separation rules and procedures by participating in creative classroom exercises.
Prerequisites: ATCT 2000, ATCT 2100, ATCT 2110 and ATCT 2130.
Corequisite: ATCT 2120.

ATCT 2400: Advanced Non-Radar/Radar Associate Application
10 credits (3.00 lec/7.00 lab)
This course covers advanced non-radar, radar and radar associate procedures in a simulated environment. Training will include separation of aircraft in departure, en route, arrival stages of flight, utilizing strip marking, phraseology, vectoring, traffic advisories, emergency procedures, instrument and visual approaches, handoffs, and point outs using the FAA's newest radar display equipment.
Prerequisites: ATCT 2000, ATCT 2410 and ATCT 2420.
Corequisite: ATCT 2440.

ATCT 2410: Introduction to ATC Computers/ Flight Data
5.00 credits (2.00 lec/3.00 lab)
This course will teach students the use of air traffic control flight data computers that are used in national airspace and the composition and format for processing critical flight data messages. They will also learn flight progress strip marking and communication, using the fundamental language of air traffic control.
Prerequisites: ATCT 2120 and ATCT 2300.
Corequisite: ATCT 2420.

ATCT 2415: ATC Computers and Flight Data
3.00 credits (1.00 lec/2.00 lab)
This course teaches ATC flight data computers and communication systems used in en route ATC facilities. Students will learn to compose and format messages for coordination and documentation of ATC clearances. They will develop an understanding of the actual computers and communication systems used in en route facilities today.
Prerequisites: ATCT 2120 and ATCT 2310. Corequisites: ATCT 2425 and ATCT 2445.

ATCT 2420: Basic ATC Non-Radar Application
4.00 credits (4.00 lab)
This course covers non-radar procedures in a simulated environment. Training will include the vertical, lateral, and longitudinal separation of aircraft in the departure, en route, and arrival phases of flight, utilizing phraseology, strip marking, and minima prescribed in the FAAO 7110.65.
Prerequisites: ATCT 2120 and ATCT 2300.
Corequisite: ATCT 2410.

ATCT 2425: Application of En Route Non-Radar and Introduction to Radar Separation
6.00 credits (2.00 lec/4.00 lab)
This course teaches application of separation procedures in ATC and is divided into two parts, both taught primarily in a realistic simulation lab. In part one of this course students learn to apply non-radar separation and procedures. In part two, they will apply rules and procedures to separate aircraft using radar. Students will participate in hands-on simulated traffic scenarios. They will also develop effective communication, critical thinking and problem solving skills needed in ATC.
Prerequisites: ATCT 2120 and ATCT 2310.
Corequisites: ATCT 2415 and ATCT 2445.

ATCT 2440: Human Factors in ATC 2
2.00 credits (1.00 lec/1.00 lab)
This course will cover advanced human factors as they relate to air traffic control. Students will learn to apply teamwork, communications skills, situational awareness, and workload management in classroom and air traffic control lab settings. This course applies theory and procedures taught in Human Factors 1.
Prerequisite: ATCT 2200.
Corequisite: ATCT 2400.

ATCT 2445: Human Factors in ATC
3.00 credits (2.00 lec/1 lab)
This course teaches advanced human factors as they relate to air traffic control. Students will learn teamwork, effective communication skills, situational awareness, and efficient workload management in classroom and air traffic control lab settings.
Prerequisites: ATCT 2120 and ATCT 2310.
Corequisites: ATCT 2415 and ATCT 2425.

ATCT 2500: Advanced Radar and Radar Associate Application
9.00 credits (2.00 lec/7.00 lab)
This course will teach advanced non-radar, radar and radar associate procedures in a simulated environment. Students will learn to perfect separation of aircraft in departure, en route, arrival stages of flight. They will also learn advanced application of board management, phraseology, vectoring, traffic advisories, emergency procedures, instrument and visual approaches, handoffs and point outs in a realistic lab setting.
Prerequisites: ATCT 2415, ATCT 2425 and ATCT 2445.
Corequisites: ATCT 2515.

ATCT 2515: ATC Career Preparation

3.00 credits (3.00 lec)

This course examines how one becomes an air traffic controller with the Federal Aviation Administration (FAA). Students will explore qualifications needed in the hiring processes. They will learn the application process, interviewing skills and practical aspects of ATC. They will also learn and practice testing techniques to prepare them for both the civil service exam and the FAA's comprehensive review exam.

Prerequisites: ATCT 2415, ATCT 2425 and ATCT 2445.
Corequisite: ATCT 2500.

Aircraft Technician

AMTA 1200: Nonmetallic Structures

4.00 credits (2.00 lec/2.00 lab)

Students will take a hands-on approach in this course, working with a variety of nonmetallic materials for aircraft painting and finishing. They will learn about a variety of aircraft applications, including plastic, fiberglass, honeycomb and composite constructions.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

AMTA 1209: Sheet Metal Structures

5.00 credits (2.00 lec/3.00 lab)

This course covers basic sheet metal structures and their repair. Students will learn to use fasteners and tools to make repairs caused by stresses and loads.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

AMTA 1214: Aircraft Welding

1.00 credit (1.00 lab)

This course gives students the ability to recognize acceptable welds.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

AMTA 1236: Airframe Inspection

2.00 credits (1.00 lec/1.00 lab)

In this course, students will learn to inspect, service and maintain an aircraft in order to keep it in airworthy condition.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

AMTA 1244: Assembly and Rigging

2.00 credits (1.00 lec/1.00 lab)

In this course, students will gain knowledge and experience for in-flight aircraft on both fixed and rotary wing aircraft. By integrating the theory of nomenclature and rigging procedures, they will also learn about the effects of flight control systems.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

AMTA 2316: Hydraulics and Pneumatics

2.00 credits (1.00 lec/1.00 lab)

This course covers hydraulic systems and pneumatic systems, system components, system operation and servicing. Students will learn the basic principles of hydraulics and how to perform maintenance work on hydraulic and pneumatic systems.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

AMTA 2321: Landing Gear Systems

2.00 credits (1.00 lec/1.00 lab)

This course provides the knowledge and skills necessary to properly inspect, check, service, and repair landing gear retraction systems, shocks, struts, brakes, wheels, tires and steering systems. This course also introduces students to the operations and purposes of position and warning systems.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

AMTA 2324: Environmental Systems

3.00 credits (2.00 lec/1.00 lab)

This course covers the theory and maintenance of aircraft interior and exterior environmental systems, including pressurization, air conditioning, heaters, supplemental oxygen systems, ice prevention and rain removal systems.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

AMTA 2329: A.C. Electrical Equipment

3.00 credits (2.00 lec/1.00 lab)

This course covers the theory, operation, minor maintenance, and inspection of aircraft communication and navigational systems with emphasis on installation and inspection of radios and antennas. Students will learn the basics of A.C. electricity, A.C. meters and measurements, solid-state devices, capacitors, inductors, transformers, and A.C. circuits.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

AMTA 2998: Directed Study

Prerequisites: One course in AMTA; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

AMTG 1100: Introduction to Aviation Maintenance
3.00 credits (2.00 lec/1.00 lab)
You will review programs, policies, procedures, and publications in aircraft maintenance technology.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

AMTG 1111: Materials and Processes
4.00 credits (2.00 lec/2.00 lab)
This class covers hardware, materials, and hand tools used in the construction, repair, and maintenance of aircraft, including metal alloys and their heat treatment.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

AMTG 1121: Weight and Balance
2.00 credits (1.00 lec/1.00 lab)
In this course, students will learn to weigh an aircraft, calculate empty weight, and perform Empty Weight Center of Gravity calculations and record-keeping.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

AMTG 1122: Aircraft Drawing
1.00 credit (1.00 lab)
This course covers basic drawing knowledge, practices, and application to help students understand and create basic drawings and sketches.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

AMTG 1125: Basic D.C. Electricity
4.00 credits (3.00 lec/1.00 lab)
This course covers the basics of D.C. circuits, Ohm's Law, and multimeters and their use. Students will learn to maintain, install, and remove both the lead-acid and ni-cad batteries used in current aircraft.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

AMTG 2998: Directed Study
Prerequisites: One course in AMTG; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

AMTP 2151: Reciprocating Engines
6.00 credits (3.00 lec/3.00 lab)
This course provides learning opportunities that enable students to gain a thorough knowledge of reciprocating engine types, construction, nomenclature, operating principles, component inspections, and manufacturers' overhaul procedures and requirements.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

AMTP 2159: Turbine Engines
6.00 credits (3.00 lec/3.00 lab)
This course covers the fundamentals of aircraft gas turbine engines, including the theory, design, construction, operating principles, inspection and maintenance fundamentals of aircraft gas turbine engines. It will also cover overhaul, removal and installation, troubleshooting techniques, and the maintenance fundamentals of aircraft gas turbine engines.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

AMTP 2190: Powerplant Inspection
3.00 credits (1.00 lec/2.00 lab)
This course provides training and practice in the procedures and techniques of powerplant inspections.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

AMTP 2266: Powerplant Systems
2.00 credits (1.00 lec/1.00 lab)
This course enables students to gain a thorough knowledge of induction, cooling, lubricating, and exhaust systems for both reciprocating and turbine engines, including engine turbocharging theory and maintenance.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

AMTP 2270: Ignition Systems
3.00 credits (1.00 lec/2.00 lab)
This course covers ignition systems on reciprocating and turbine power plants. Attention is given to the requirements, design, and operation of magnetos and capacitor discharge ignition. Experience is provided in inspection, timing, repair and troubleshooting of the systems.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

AMTP 2274: Fuel Metering
3.00 credits (1.00 lec/2.00 lab)
This course is a study of the various types of devices used to properly introduce fuel into the engine. The material includes fundamentals, servicing and adjustments. Both reciprocating and gas turbine engines are covered.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

AMTP 2282: Propellers
2.00 credits (1.00 lec/1.00 lab)
This course provides students with the necessary technical knowledge and mechanical skills needed to remove, check, inspect, troubleshoot, repair and/or service various types of aircraft propellers.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

AMTP 2998: Directed Study
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

AMTR 2207: Electrical Systems and Troubleshooting
5.00 credits (3.00 lec/2.00 lab)
This course covers electrical systems, which generate, distribute and utilize electricity in various aircraft applications. Students also learn the basic troubleshooting of electrical circuits and electrical systems as found on aircraft.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

AMTR 2300: Fire Protection Systems
1.00 credit (1.00 lec)
This course covers the principles of operation and maintenance of airframe and power plant fire detection and protection systems.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

AMTR 2302: Fuel Systems
1.00 credit (1.00 lec)
This course covers aircraft fuel system components, operation, inspection, adjustments and servicing.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

AMTR 2304: Instrument Systems
2.00 credits (1.00 lec/1.00 lab)
This course covers the theory, operation, minor maintenance, and inspection of aircraft instruments, with emphasis on installation and inspection.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

AMTR 2998: Directed Study
Prerequisites: One course in AMTR; Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

American Indian Studies

AMIS 1000: Native America
3.00 credits (3.00 lec)
This course is an introduction to the history of Native Americans from the pre-Colombian period to the present, with special emphasis on Native Americans in Minnesota. Students will study the subject through oral history, personal history, memoirs, speeches and tribal history. The course will focus on the history of one reservation as well as international history, government policies and pan-Indian experiences.
Fulfills MnTC Goal Areas 5 and 7.

AMIS 1100: Native American Literature
3.00 credits (3.00 lec)
This course is an introduction to the traditional and contemporary literature of Native American authors. The focus is both international and regional. students will study both oral and written literature. Storytelling, myths, legends, rituals, prayers, chants, songs, speeches, humor, fiction, poetry, drama and nonfiction essays are all a part of this course.
Fulfills MnTC Goal Areas 6 and 7.

AMIS 1200: Native American Art and Art History
3.00 credits (3.00 lec)
This course is an overview of Native American art and art history before and after contact with Europeans. Through slide shows, lectures and guest speakers, students will study tribal art ranging from Meso-American to Inuit. Students will also create and critique art projects.
Fulfills MnTC Goal Areas 6 and 7.

AMIS 1300: Native Americans in Cinema and Popular Culture
3.00 credits (3.00 lec)
This course is a survey of the representation of Native peoples in cinema, television and popular culture. You will examine the presentation of Native peoples in classic and popular films. You will critique the accuracy of cultural depiction, the evolution of past and present stereotypes, and discuss trends in current media.
Fulfills MnTC Goal Areas 6 and 7.

AMIS 1400: Ojibwe 1
4.00 credits (4.00 lec)
This course is an introduction to the Ojibwe language, a spoken language of Minnesotan tribes and those of the north central region of North America. Students will learn basic communication skills that will prepare them for further study and application. The vocabulary centers on everyday themes and seasonal life. Students will also learn language in the context of culture and real-life situations.

AMIS 1500: Ojibwe 2
4.00 credits (4.00 lec)
The course is a continuation of Ojibwe 1. Students will further develop communication skills to prepare them for further study and application. The vocabulary centers on everyday themes and seasonal life. They will learn the language in the context of culture and real-life situations, incorporating more complex grammatical structures, as well as engage in more reading and writing activities.
Prerequisites: AMIS 1400.

American Sign Language

AMSL 1000: American Sign Language 1
3.00 credits (3.00 lec)
This course is an introduction to American Sign Language (ASL), a visual/gestural language used by Deaf people. Students will learn sign vocabulary, grammar and about Deaf culture.

AMSL 1100: American Sign Language 2
3.00 credits (3.00 lec)
This course is an extension of ASL 1. Students will learn new vocabulary and grammar, and develop better expressive and receptive skills.
Prerequisites: AMSL 1000.

AMSL 2998: Directed Study
Prerequisites: One course in AMSL.

American Studies

AMST 1000: American Radicalism
3.00 credits (3.00 lec)
This course surveys the evolution of American Radicalism (Right and Left Wings) from 1860 to the present. Organizations/Movements discussed include: the KKK, American Nazi Party, Aryan Nations, White Aryan Resistance, Posse Comitatus, Militias, Christian Right, Socialism, Anarchism, Communism, New Left, Women's Movement, American Indian Movement and The Black Panther Party.
Fulfills MnTC Goal Areas 5 and 8.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

AMST 1100: Future Shock and Survival
3.00 credits (3.00 lec)
This course focuses on the study of social, cultural, economic, ecological, technological, institutional, and psychological needs, demands and issues as American society hurries toward the future. Accelerated change and the overstimulation of high-speed life in America are examined. The "limits to growth" debate on projections of the interrelationship of population, food, industrialization, pollution and the consumption of nonrenewable resources is analyzed.
Fulfills MnTC Goal Area 5
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

AMST 1132: Ethnic America
3.00 credits (3.00 lec)
Ethnic America celebrates the diversity of American culture through the contributions that various groups (including Native Americans, Hispanics, Africans, Asians, and Europeans) have made to this country, especially in literature and the arts. Students will examine the histories of the peoples who make up this country and the myths and realities of the American "melting pot."
Fulfills MnTC Goal Areas 6 and 7.
Prerequisites: One course from the MnTC Goal Area 1.

AMST 2998: Directed Study
Prerequisites: One course in AMST.

Anthropology

ANTH 1104: Human Origins
3.00 credits (3.00 lec)
This course is an introduction to the archaeological evidence and theories developed by physical anthropologists to explain the origin and evolution of the human species. The course examines theories related to evolution, adaptation and variation. Primates, as human predecessors, are examined in order to understand the first step in human evolution. Each stage of human development is then examined. Prehistoric evidence uncovered by archaeologists, the foundation of the course, is studied.
Fulfills MnTC Goal Area 5
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

ANTH 1105: Introduction to Cultural Anthropology
3.00 credits (3.00 lec)
Cultural anthropology is the study of contemporary and historically recent human societies and cultures. The main focus of this field is culture—the customs and beliefs of human groups. Anthropologists are especially fascinated by the great variety of the world's people and cultures; therefore, describing and attempting to understand and explain this cultural diversity is one of the discipline's major objectives. During the semester, students will examine the concept of culture, the diversity in adaptive strategies; diversity in kinship, marriage and family; economic systems; ideas about gender; political life; relationships with the supernatural; and social inequalities cross-culturally.
Fulfills MnTC Goal Areas 5 and 8.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

ANTH 1150: Women in Cross-Cultural Perspective
3.00 credits (3.00 lec)
This course examines the theories, concepts and methods that anthropology brings to the study of women. Sex and gender are central features shaping our lives, and students will explore the biological constructions of the female sex and cultural constructions of the feminine gender. Students will also analyze the ways in which women's lives differ and are comparable cross-culturally and how you can understand these differences and similarities.
Fulfills MnTC Goal Areas 5 and 8.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

ANTH 1200–1220: Current Issues in Anthropology
1.00–3.00 credits
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

ANTH 2998: Directed Study
Prerequisite: One course in ANTH.

Apparel Technologies

APRL 1000: Industrial Sewing Methods
4.00 credits (3.00 lec/1.00 lab)
This hands-on course provides technical, detail-oriented sewing instruction through lecture, demonstration, practice and application in an industrially equipped laboratory. Upon completion of this course, students will have knowledge of industrial sewing techniques, basic garment construction order, industrial equipment operation and basic maintenance. In this course, use of standard techniques and terminology prepares students for further coursework in the Apparel Technologies program.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0700 or completion of MATH 0060.

APRL 1050: Open Lab
1.00 credit (1.00 lab)
This is an elective course that permits students to spend an additional 100 minutes per week of faculty-supervised time working in program laboratories on projects required by coursework being taken concurrent with the open lab.
Corequisite: Concurrent registration in another APRL course.

APRL 1100: Textiles
3.00 credits (2.00 lec/1.00 lab)
Because fabric is the primary ingredient in apparel, characteristics of both natural and manufactured fibers are studied in this course. An in-depth study of cloth fabrication will be covered, including burn-test identification and federal textile labeling necessary for garment production.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0700 or completion of MATH 0060.

APRL 1200: Pattern Grading and Size Analysis
2.00 credits (2.00 lec)
This course will explain and demonstrate the skill of developing multiple-sized patterns by simple and reliable methods. Students will learn fundamental methods that are useful guides to grading patterns for all styles of ready-to-wear clothing. They will have a better understanding of the mechanics of grading and realize the importance of knowing how to grade properly.
Prerequisite: APRL 1350.

APRL 1350: Pattern Development
4.00 credits (2.00 lec/2.00 lab)
This course provides instruction for the development of basic pant, bodice and sleeve slopers using body measurements. Accurate measurements, fit and pattern adjustments will be emphasized. The development of stylized patterns will be created from the basic block or sloper.
Corequisites: APRL 1000, APRL 1100 and APRL 1650.

APRL 1400: Garment Construction
3.00 credits (2.00 lec/1.00 lab)
This course provides more advanced garment construction techniques. Students will learn to apply techniques by constructing a lined vest and a lined pant. Zipper application, interfacing function and other clothing techniques are explored.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0700 or completion of MATH 0060.

APRL 1650: Alterations
4.00 credits (2.00 lec/2.00 lab)
Through lecture, demonstration and application, this course begins with basic garment alterations and progresses to major alterations. Customer service, fitting, workroom procedures, pressing, spotting and developing speed, as well as quality in workmanship, are covered. Students will participate in an alteration workshop for actual customers at the end of the semester.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0700 or completion of MATH 0060.

APRL 1800: Draping and Pattern Workroom
4.00 credits (2.00 lec/2.00 lab)
Draping is the art of creating patterns by draping fabric on a dress form. Draping is the three-dimensional method that allows for visual analysis. Students will start with basic bodices and advance through bias draping, also learning the industrial pattern workroom process from design through production patterns.
Prerequisite: APRL 1350.

APRL 2150: Computer-Aided Design
4.00 credits (2.00 lec/2.00 lab)
This course provides training using standard industry software. Students will learn digitizing, grade-rule applications, and marker making, as well as plotting patterns and markers. They will apply flat pattern design skills to the computer and develop pattern pieces and models. Computer-aided design software allows students to create and alter patterns accurately and efficiently, as well as to grade patterns using imperial and metric measurements. Software is used not only in the apparel industry, but also in the furniture, woodworking and automotive industries.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0700 or completion of MATH 0060; APRL 1350 or insructor approval.
Corequisite: APRL 1800.

APRL 2750: Product Development and Manufacturing
4.00 credits (2.00 lec/2.00 lab)
Students will advance through the product development and sewn-products manufacturing process as they design, spec and manufacture an apparel or soft goods item. Prototypes, sourcing and costing, operations analysis, and manufacturing operations including marker development, cutting, assembly, quality control, labeling requirements and packaging will be included.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0700 or completion of MATH 0060; APRL 1000, APRL 1350.
Corequisite: APRL 1800.

APRL 2900: Bridal and Special Occasion
2.00 credits (1.00 lec/1.00 lab)
Specific and unique skills are developed as students construct a bridal or eveningwear garment. They will learn the shop process and expectations. Couture techniques will be emphasized.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0700 or completion of MATH 0060; APRL 1000, APRL 1350 or instructor approval.
Corequisite: APRL 1400.

APRL 2940: Leather and Fur Construction
3.00 credits (2.00 lec/1.00 lab)
This course deals with the story of leather by giving students insight into its origin and manufacturing process. Practical experience in making a leather garment and finishing techniques in fur will be included.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0700 or completion of MATH 0060; APRL 1000, APRL 1350 or instructor approval.
Corequisite: APRL 1400.

APRL 2998: Directed Study
Prerequisites: One course in APRL; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

Arabic

ARAB 1000: Beginning Arabic 1

5.00 credits (5.00 lec)

Beginning Arabic introduces students to the classic, contemporary Arabic language, including the written alphabet and sound system. They will develop basic listening, speaking, reading and writing skills necessary to communicate about self, family and daily life, as well as basic survival needs. Students will also explore cultural aspects of the Arabic-speaking world, as well as various dialectical variations in the Arabic-speaking world.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

ARAB 1100: Beginning Arabic 2

5.00 credits (5.00 lec)

This course builds upon the skills developed in ARAB 1000. Students will be able to initiate conversation and ask questions related to their needs, family, education and other basic communication idioms. Students will demonstrate these skills in speaking, writing, listening and reading. They will learn vital sociocultural aspects of oral communication and compose simple narratives in classic, contemporary Arabic. They will also learn regional dialectical variations of the language.

Prerequisites: ARAB 1000; Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

Architectural Technology

ARCH 1000: Architectural Technology Lab 1

6.00 credits (6.00 lab)

This course introduces students to the production of residential construction drawings. Principles of hand-drafting techniques will be used to assemble plan, elevation and section views for several houses. Students will construct models, sketch and hand-draw sets of house plans for a variety of wood construction types.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

Corequisites: ARCH 1020 and ARCH 1030.

ARCH 1010: Architectural Orientation

2.00 credits (2.00 lec)

This course is an introduction to the architectural profession. Topics cover office practice, construction analysis, current architects and students' work, as well as a review of architectural plans. The course focuses on what to expect from a job with an architectural firm.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

ARCH 1020: Building Technology 1

2.00 credits (2.00 lec)

This course will introduce students to the technology needed to assemble a residential construction document package. Construction materials such as windows, wood, concrete, roofing and steel will be analyzed. Emphasis will be given to incorporating construction products into buildings that students are preparing in lab assignments (ARCH 1000).

Corequisites: ARCH 1000; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

ARCH 1030: Introduction to CAD

2.00 credits (2.00 lec)

This course introduces students to the Microsoft Windows environment and the computer application of two-dimensional AutoCAD as applied to architectural drafting. Classes address basic drawing and editing commands used to produce and manipulate technical drawings within the AutoCAD environment.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

Corequisites: ARCH 1000 or instructor approval.

ARCH 1200: Architectural Technology Lab 2

6.00 credits (6.00 lec)

This course involves students in the assembly of complete sets of construction drawings for wood frame and light commercial institutional projects. Exploration of the theory and application of various building materials, systems and drawing conventions is emphasized.

Prerequisites: ARCH 1000; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

Corequisites: ARCH 1220 and ARCH 1230.

ARCH 1220: Building Technology 2

2.00 credits (2.00 lec)

The course focuses on the technology needed to assemble institutional projects. A variety of light-frame commercial systems will be examined, including wood framing, exterior finishing systems, interior walls and ceilings, and details. The course will analyze the assembly of projects assigned in ARCH 1200.

Prerequisites: ARCH 1020; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.
Corequisities: ARCH 1200 and ARCH 1230.

ARCH 1230: Intermediate CAD

2.00 credits (2.00 lec)

This course introduces students to the computer application of AutoCAD as applied to two-dimensional architectural drafting. Advanced drawing and editing commands will be used to produce and manipulate technical drawings. Emphasis will be placed on application of CAD to the production of lab projects assigned in ARCH 1200.

Prerequisites: ARCH 1030; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.
Corequisites: ARCH 1200 or instructor approval.

ARCH 1500: Building Structures

3.00 credits (3.00 lec)

This course provides a basic understanding of the structural design for beams, columns, and joists in wood, steel, and concrete. It emphasizes the nature of frame structures and is intended to provide an architectural technician with the knowledge necessary to work with a structural engineer.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

ARCH 1510: Mechanical and Electrical Systems

3.00 credits (3.00 lec)

This course provides an overview of the selection criteria and the design process for heating, ventilating and air conditioning, electrical systems, water supply and sanitation, lighting, acoustics and transportation systems. The interrelationship of architecture and the engineering functions is explored.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

ARCH 1520: Building Codes/Zoning/ Specifications

2.00 credits (2.00 lec)

This course includes a study of the requirements and restrictions which, in the interest of public safety and welfare, have been established by law to govern the materials and construction of building design. Specifications that describe building materials and their installation are discussed.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

ARCH 1530: Architect's Professional Practice

2.00 credits (2.00 lec)

The course presents the contracts and documents which are used in the architectural profession. Students will examine American Institute of Architects (AIA) documents ranging from change orders to the AIA general conditions. The course will review the importance of conducting an architectural practice in a business-like way.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

ARCH 1540: Architectural History

3.00 credits (3.00 lec)

Students will review the history of architecture through the evolution of styles from ancient Egyptian through postmodern. The class will analyze the architectural styles of civilizations from 2300 BC to the 20th century and study major buildings from the Parthenon to the Pantheon.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

ARCH 2000: Architectural Technology Lab 3

6.00 credits (6.00 lab)

This course covers the assembly of a commercial construction drawing package for a building that is approximately 25,000 square feet. Students will develop a CAD working drawing set (from a design development package) that will include structural framing, plans, elevations and detailed section drawings.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.
Corequisites: ARCH 2020 and ARCH 2030.

ARCH 2020: Building Technology 3
2.00 credits (2.00 lec)
This course is an advanced exploration into the technology required to assemble a two-story commercial building. The course will study detailed assembly of conditions ranging from hydraulic elevators to building flashing. The lab project assembly of a commercial building (ARCH 2000) will be used as a model to research construction conditions.
Prerequisites: ARCH 1200; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.
Corequisites: ARCH 2000 and ARCH 2030.

ARCH 2030: Applied CAD
2.00 credits (2.00 lec)
This course covers the application of computer drafting (using AutoCAD) with standards used in architects' offices. You will learn a CAD "vocabulary" in the production of contract documents (taken concurrently in ARCH 2000) with an emphasis on what can be anticipated in office practice. Advanced drawing and editing commands will be used to produce and manipulate architectural drawings.
Prerequisites: ARCH 1230; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.
Corequisites: ARCH 2000 or instructor approval.

ARCH 2200: Architectural Technology Lab 4
6.00 credits (6.00 lab)
This course provides information necessary for the design and assembly of a light commercial building. Students will use the architectural program and building design developed in ARCH 2000 to assemble a complete set of CAD-generated construction drawings.
Prerequisites: ARCH 2000; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.
Corequisites: ARCH 2220 and ARCH 2230.

ARCH 2220: Building Technology 4
2.00 credits (2.00 lec)
This course analyzes the construction technology necessary to assemble commercial buildings that students program and design (in ARCH 2000). The course will address the materials, research and detail analysis that are necessary to assemble CAD-generated construction drawings for ARCH 2200.
Prerequisites: ARCH 2000; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.
Corequisites: ARCH 2220 and ARCH 2230.

ARCH 2230: Advanced CAD
2.00 credits (2.00 lec)
This course provides the basic principles of creating AutoCAD three-dimensional architectural drawings. The application of advanced drawing, editing, manipulation and rendering capabilities will be introduced to produce three-dimensional architectural drawings.
Prerequisites: ARCH 2030; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.
Corequisites: ARCH 2200 or instructor approval.

ARCH 2500: Office Internship
7.00 credits (7.00 int)
The course will provide on-the-job experience in an architect's office. The course will provide hands-on experiences ranging from using CAD to working with an architectural team to produce construction drawings.
Prerequisites: ARCH 1200; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

ARCH 2550: Independent Study
3.00 credits (3.00 lec)
This course will allow students to develop a research model on topics ranging from construction products to computer-aided drafting. The independent study involves developing questions in a specific field, conducting research and proving the results.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

ARCH 2998: Directed Study
Prerequisites: One course in ARCH; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

Area, Cultural and Ethnic Studies

ACES 1000: The Human Experience
3.00 credits (3.00 lec)
The Human Experience explores what it means to be human by introducing students to the wide world of ideas. The course will look at human beings from a social and biological perspective, as well as see how people express themselves in the humanities, including literature, art, music, philosophy, architecture, and so forth. The course will expand students' knowledge of ideas and give them ways to explore and understand the humanities.
Fulfills MnTC Goal Area 6.
Prerequisites: Placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

ACES 1121: World Cultures 1

3.00 credits (3.00 lec)

This course is an active, interdisciplinary examination of European, Asian, African, and New World cultures in art, literature, architecture, and music from prehistory to approximately 1500. Creations of these various cultures are examined in light of aesthetic, philosophical, ethical, and political issues relevant to each continent. Students will learn to respond critically to relevant literature and other art forms through the use of readings, lectures and discussions, and visual aids.

Fulfills MnTC Goal Areas 6 and 8.

Prerequisite: One course from the MnTC Goal Area 1.

ACES 1122: World Cultures 2

3.00 credits (3.00 lec)

This course is an active, interdisciplinary examination of European, Asian, African, and New World cultures in art, literature, architecture, and music from approximately 1500 to the present day. Creations of these various cultures are examined in light of aesthetic, philosophical, ethical, and political issues relevant to each continent. Students will learn to respond critically to relevant literature and other art forms through the use of readings, lectures and discussions, and visual aids.

Fulfills MnTC Goal Areas 6 and 8.

Prerequisite: One course from the MnTC Goal Area 1.

ACES 1135: 20th Century: 1930–Present

3.00 credits (3.00 lec)

This course examines the Great Depression and the rise of the nationalist fervor in Germany, which led the world into its second great international war and the production of nuclear weapons. Students will examine the accelerating changes in society mirrored in the arts as postindustrial and postmodern civilization radically redefined the role of the humanities in our lives today. They will learn to respond critically to relevant literature and other art forms through the use of readings, lectures and discussions, visual aids, and perhaps a field trip to the Minneapolis Institute of Arts.

Fulfills MnTC Goal Areas 6 and 7.

Prerequisites: One course from the MnTC Goal Area 1.

ACES 1140: Introduction to Chicana/o Studies

3.00 credits (3.00 lec)

This interdisciplinary course explores the experiences, both past and present, which have impacted Mexican Americans (Chicanas/os) living in the United States. Students will gain an elementary understanding of the history, heritage, culture and socio-political issues affecting Chicanas/os and learn about Chicana/o cultural expression through an examination of literature, music, film and art. Students will also learn to respond critically to relevant course materials and will explore in depth one topic of their choice.

Fulfills MnTC Goal Areas 6 and 7.

Prerequisite: one course from MnTC goal area 1.

ACES 1152: Popular Culture in 20th Century America

3.00 credits (3.00 lec)

This class begins by attempting to define the term "popular culture." Students then will explore music, film, literature, media, advertising and various cultural icons in American history. From this exploration, they will gain an understanding of the influence of popular culture in the 20th century. Students will also explore the various forms of popular culture that have emerged in diverse ethnic, racial and sexual groups.

Fulfills MnTC Goal Areas 6 and 7.

Prerequisite: One course from the MnTC Goal Area 1.

ACES 1155: Culture vs. Counterculture: America in the 1960s

3.00 credits (3.00 lec)

This course is a study of American art, literature, politics, music and social values in the 1960s. Students will closely examine the impact of African American, Native American, and other minorities—including gay and lesbian communities—in building a viable counterculture that shaped American cultural values to the present time.

Fulfills MnTC Goal Areas 6 and 7.

Prerequisite: One course from the MnTC Goal Area 1.

ACES 1190: World Religions

3.00 credits (3.00 lec)

This course uses historical, comparative and practical approaches to survey the major religious traditions of the East and West, including Hinduism, Buddhism, Islam, Judaism, Christianity and Islam. Students will also examine other religions according to the special interests of the instructor and the students. They will learn and apply the various ethical perspectives of these religions to a variety of moral problems so as to understand the diversity of perspectives and political conflicts motivated by religious differences.

Fulfills MnTC Goal Areas 6 and 8.

Prerequisite: One course from the MnTC Goal Area 1.

ACES 1200: Chinese Arts and Culture

3.00 credits (3.00 lec)

This course introduces you to Chinese culture through the study of its various forms of art. Students will learn about calligraphy, poetry and painting—often called "Three Perfections"; architectural arts, such as the garden, pagoda and temple; and performing arts—drama, music and film. They will also learn about the two most well-recognized Chinese products—silk and porcelain, as they have long been important media for Chinese art. Through a careful examination of different contexts (social, historical, philosophical and religious) in which various art works are produced, students will learn the fundamental values and beliefs of the Chinese people, their understanding of nature and humanity, as well as their interactions with the outside world.

Fulfills MnTC Goal Areas 6 and 8.

Prerequisite/Corequisite: ENGL 1110.

ACES 1210: Art and Cultural Studies in China
3.00 credits (3.00 lab)
The purpose of this course is to further students' education in Chinese arts and culture by traveling to China for three weeks of intensive study. They will learn firsthand how calligraphy, poetry and painting are incorporated into daily living; hear lectures on various topics, from history and culture to family and education; visit art museums to see both traditional and modern art; and tour some of the most well-known architectural masterpieces: the Forbidden City, the Temple of Heaven, the Great Wall, the Summer Palace, as well as famous gardens, pagodas and Buddhist/Taoist temples, to reinforce previous learnings about Chinese architectural arts in ACES 1200. A tour to silk-worm farms and a silk factory will introduce students to silk production process and the aesthetic and economic values of silk. Students will also see traditional Chinese operas and hear Chinese musicians play traditional Chinese musical instruments. During the trip, students will keep travel journals, interact with local people, and develop a fine sensitivity and understanding of the Chinese culture and people.
Fulfills MnTC Goal Area 6.
Prerequisite: One course from the MnTC Goal Area 1.

ACES 1500: Introduction to Global Studies
3.00 credits (3.00 lec)
This is an interdisciplinary course designed to introduce students to the basic concepts of global studies. The course will examine the dynamics of changes in global systems, both in the past and at present, from natural and social perspectives—what causes global changes, what are the real and possible effects of these changes, and how do we deal with changes in both local and global settings. The main objective of the course is to provide students with a foundation from which to pursue further studies of related topics. Students will also develop communication, critical thinking and problem-solving skills particular to the subject of global studies.
Fulfills MnTC Goal Areas 5 and 8.
Prerequisite: One course from the MnTC Goal Area 1.

ACES 1510: Global Studies: Themes and Trends
3.00 credits (3.00 lec)
This course provides the opportunity to study specific issues that transcend national borders and national identities. Students will build on the foundation acquired in the Introduction to Global Studies course to address specific global issues and develop potential resolutions through a multidisciplinary perspective including political, social, economic, cultural and environmental aspects; multiple perspectives from more than one nation or culture; local and global connections and interdependencies; ethical considerations; and activism.
Fulfills MnTC Goal Areas 5 and 8.
Prerequisite: ACES 1500.

ACES 2998: Directed Study
Prerequisites: One course from the MnTC Goal Area 1.

Art

ARTS 1110: Introduction to Art
3.00 credits (3.00 lec)
This course is an introduction to basic concepts of the visual arts in various media. Topics include the significance and language of art. Activities include text reading, slide lectures and gallery tours. Students will learn to evaluate artists' work, understand various interpretations of works, and recognize the assumptions underlying these interpretations.
Fulfills MnTC Goal Areas 6 and 8.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052.

ARTS 1111: Art History: Ancient to Medieval
3.00 credits (3.00 lec)
This course is a worldwide survey of art from the prehistoric through the Medieval period. Through slide lectures, discussions, videotapes, and museum visits, students will learn to understand art within its historical and social context and to interpret the meaning of art in an informed manner.
Fulfills MnTC Goal Areas 6 and 8.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

ARTS 1112: Art History: Renaissance to 18th Century
3.00 credits (3.00 lec)
This course is a worldwide survey of art from the Renaissance through the 18th century. Through slide lectures, discussions, videotapes, and museum visits, students will learn to understand art within its historical and social context and to interpret the meaning of art in an informed manner.
Fulfills MnTC Goal Areas 6 and 8.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

ARTS 1113: Art History: Modern to Contemporary
3.00 credits (3.00 lec)
This course is a survey of modern and contemporary art from the 19th century to the present. Through slide lectures, discussions, videotapes, and museum visits, students will learn to understand art within its historical and social context, and to interpret the meaning of art in an informed manner.
Fulfills MnTC Goal Areas 6 and 8.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

ARTS 1121: Drawing 1
3.00 credits (1.00 lec/2.00 lab)
This course is an introduction to the basic drawing principles of line, perspective, composition and shading. Demonstrations, slides and studio sessions teach students to respond critically to art, as well as to apply aesthetic principles to their own and others' work.
Fulfills MnTC Goal Area 6.

ARTS 1125: Ceramics 1
3.00 credits (1.00 lec/2.00 lab)
This course introduces students to primary methods of forming clay. It focuses on hand-building methods; however, students are also introduced to wheel-throwing techniques. While the primary focus is on making ceramics, critiques and lectures will introduce the class to a general historical background and to fundamental design issues.
Fulfills MnTC Goal Area 6.

ARTS 1132: Printmaking
3.00 credits (1.00 lec/2.00 lab)
This course will focus on three primary ways of making prints: monoprinting, relief printing and intaglio. While making prints with these methods in both traditional and experimental ways, students will arrive at a style that is uniquely their own. They will also learn about the history of printmaking to understand the uniqueness of prints in the context of other media.
Fulfills MnTC Goal Area 6.

ARTS 1133: Sculpture
3.00 credits (1.00 lec/2.00 lab)
This course introduces students to art work done in three dimensions. They will use a variety of materials and will work with both traditional and contemporary methods of forming. Primary forming methods include casting, modeling, carving, assembling and fabricating; primary materials include clay, plaster, wire, paper and foam. Lectures and critiques include some historical emphasis and some emphasis on design issues as they relate to form, volume, planes and space.
Fulfills MnTC Goal Area 6.

ARTS 1141: Design: Foundations of Studio Art
3.00 credits (3.00 lec)
This course helps students understand the way art is put together. The class will practice design elements and principles (i.e. color, space, composition, contrast) by making designs (art) in various media. Both two-dimensional and three-dimensional design concepts are studied.
Fulfills MnTC Goal Area 6.

ARTS 1142: Painting 1
3.00 credits (1.00 lec/2.00 lab)
This course explores important concepts in painting. While most of the emphasis is on painting, lectures and critiques allow for some investigation of painting in an historical context. This course defines painting in a broad sense and allows for an exploration of both traditional and nontraditional methods. Acrylic paint is the medium used. The course is designed to help students with all levels of experience.
Fulfills MnTC Goal Area 6.

ARTS 2211: Women in Art
3.00 credits (3.00 lec)
This course examines women's contributions to the visual arts, primarily as creators of art, but also as viewers and patrons. Students will consider the ways in which women throughout history have been represented as the subject of visual images, and the social and cultural attitudes reflected in those presentations. A portion of the semester is devoted to a survey of women artists of diverse cultures, from the Renaissance to the present, focusing on art in a variety of media, including painting, sculpture, photography, the graphic arts, textiles and more.
Fulfills MnTC Goal Area 6.
Prerequisite: ENGL 1110.

ARTS 2212: Painting 2
3.00 credits (1.00 lec/2.00 lab)
This course refines and expands on concepts learned in Painting 1. It also guides students to develop a personal style so that they may interpret their world in an individual way. Important to the class is the discussion of paintings—your own and the paintings of others. Students will learn about well-known painters and paintings and use community galleries and museums as a source for study.
Fulfills MnTC Goal Area 6.
Prerequisite: ARTS 1142.

ARTS 2213: Watercolor
3.00 credits (1.00 lec/2.00 lab)
This course provides an introduction to the basic principles of watercolor, including technique, color usage and composition. There are demonstrations, slide lectures and studio sessions. Students will learn to respond critically to watercolors and to apply aesthetic principles to their own and others' work.
Fulfills MnTC Goal Area 6.

ARTS 2214: AFA Portfolio
2.00 credits (1.00 lec/1.00 lab)
This course provides the fundamental skills needed to present students' own art. They will select a body of work which has visual or thematic continuity and represents the culmination of their AFA studies. Students will install an exhibition of the results of that study. The exhibition will be accompanied by a written artist's statement. Students will develop a portfolio in preparation for an advanced degree.
Fulfills MnTC Goal Area 6.
Prerequisites: ARTS 1121, ARTS 1125, ARTS 1133, ARTS 1141, ARTS 1142 and PHOT 1100.

1 lecture (lec) credit = 50 minutes of class time per week | 1 lab credit = 100 minutes of class time per week | 1 internship (int) = 150 minutes of on-site training time per week

ARTS 2221: Life Drawing
3.00 credits (1.00 lec/2.00 lab)
This course is devoted to understanding and using life forms (primarily human) as a subject in fine art. Lessons will incorporate a variety of art media and styles to render and interpret subjects. Many sessions of this course will use the human figure, both clothed and nude, as a subject.
Fulfills MnTC Goal Area 6.
Prerequisite: ARTS 1121.

ARTS 2222: Drawing 2
3.00 credits (1.00 lec/2.00 lab)
This course is a continuation of the principles dealt with in Drawing 1. Such subjects as portraiture, the human figure, landscape and still-life are explored. There are demonstrations, slide lectures and studio sessions. Students will learn to respond critically to drawings and to apply aesthetic principles to their own and others' work.
Fulfills MnTC Goal Area 6.
Prerequisite: ARTS 1121.

ARTS 2225: Ceramics 2
3.00 credits (1.00 lec/2.00 lab)
This course refines and expands on concepts learned in Ceramics 1. It guides students to develop a personal style in clay so that they may interpret their world in an individual way. Wheel-throwing techniques are concentrated in design and function of ceramic vessels, while hand-building methods focus on narrative scuplture. Firing and glazing techniques will be discussed in detail. Students will learn about well-known historic and contemporary ceramic artists and use community galleries and museums as a source for their studies.
Fulfills MnTC Goal Area 6.
Prerequisite: ARTS 1125.

ARTS 2233: Sculpture: Direct Metals
3.00 credits (1.00 lec/2.00 lab)
This course investigates figurative, nonfigurative, environmental and spatial problems through the use of basic oxygen-acetylene and electric arc welding. Students will have ample opportunity to practice techniques needed to make original sculptures. This course will discuss and present major periods and styles of metal art from 3500 BC to postmodern times with emphasis on developing students' visual concepts though technical application and experimentation. Students will also discuss how to set up an economical studio, purchase stock and maintain equipment.
Fulfills MnTC Goal Area 6.

ARTS 2998: Directed Study
Prerequisite: One course in ARTS.

Astronomy

ASTR 1110: Astronomy
3.00 credits (3.00 lec)
This survey course introduces students to the objects and processes in the universe with particular emphasis on collections of ordinary matter like planets, stars and galaxies; more exotic matter like pulsars, black holes and dark matter; their interactions; and the human place in and responsibility to the environment. Topics include: stargazing; the scale of our universe; some history of astronomy; how we get information from the universe; our solar system; comparative environments; threats to our environment; the Greenhouse Effect; other solar systems; the birth, life and death of stars; dark matter and dark energy; and the origin and fate of our universe. The optional lab is necessary for transfer as a lab science and to satisfy some Natural Science competencies. *Fulfills MnTC Goal Area 3.*
Prerequisite: High School algebra or equivalent.

ASTR 1115: Astronomy Lab
1.00 credit (1.00 lab)
This laboratory enhancement to the concepts presented in ASTR 1110 is optional but highly recommended. It enables ASTR 1110 to transfer as a lab science and to satisfy Natural Science competencies.
Fulfills MnTC Goal Area 3.
Prerequisite/Corequisite: ASTR 1110.

ASTR 2998: Directed Study
Prerequisite: One course in ASTR.

Barbering

BARB 1000: Introduction to Barbering and Histology
4.00 credits (4.00 lec)
This course covers ethics; the history of barbering; fundamentals of haircutting on mannequins; current trends; tools; bacteriology and sanitation; structure of hair; skin and its appendages; and scalp and skin ailments. This course is intended for students who are admitted to the barbering program at the beginning of a semester.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

BARB 1010: Introduction to Barbering
2.00 credits (2.00 lec)
This course covers ethics; the history of barbering; fundamentals of haircutting on mannequins; current trends; tools; bacteriology and sanitation. This course is intended for students who are admitted to the barbering program mid-semester.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

BARB 1020: Histology
2.00 credits (2.00 lec)
This course covers the structure of hair, skin and its appendages, and scalp and skin ailments. This course is intended for students who are admitted to the barbering program mid-semester.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

BARB 1050: Basic Lab 1
3.00 credits (3.00 lab)
This lab provides students with the practice of basic barbering on clientele.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

BARB 1100: Basic Lab 2
3.00 credits (3.00 lab)
This lab provides students with continuing practice of basic barbering on clientele.
Prerequisites: BARB 1050; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

BARB 1150: Basic Fundamentals of Barbering Services
4.00 credits (4.00 lec)
This course covers shaving, shampooing and facial procedures.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

BARB 1200: Survey Lab 1
3.00 credits (3.00 lab)
This lab provides students with an opportunity to develop the practical skills of contemporary men's haircutting necessary to work in a barber shop.
Prerequisites: BARB 1000 and BARB 1100; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

BARB 1250: Survey Lab 2
3.00 credits (3.00 lab)
This lab provides students with continuing opportunity to develop the practical skills of contemporary men's haircutting necessary to work in a barber shop.
Prerequisites: BARB 1050, BARB 1100, BARB 1200; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

BARB 1300: Anatomy and Physiology in Barbering
2.00 credits (2.00 lec)
This course covers human anatomy and physiology in relation to barbering.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

BARB 1350: Chemical Services
2.00 credits (2.00 lec)
This course covers cosmetic chemistry, wrapping perms, and safely applying hair color and chemicals when working with clientele.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

BARB 1360: Intermediate Lab 1
3.00 credits (3.00 lab)
This lab provides students with an opportunity to develop skills specific to women's and children's haircutting necessary to work in a barber shop.
Prerequisites: BARB 1050, BARB 1100, BARB 1200; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

BARB 1370: Intermediate Lab 2
3.00 credits (3.00 lab)
This lab provides students with continuing opportunity to develop skills specific to women's and children's haircutting necessary to work in a barber shop.
Prerequisites: BARB 1050, BARB 1100, BARB 1200, BARB 1250, BARB 1360; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

BARB 1400: Business Management in Barbering
2.00 credits (2.00 lec)
This course introduces students to management and sales fundamentals with an emphasis on Minnesota laws and reciprocity. It provides students with experience in customer relations, business and professional ethics, and shop management.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

BARB 1450: Advanced Technology
2.00 credits (2.00 lec)
This course covers theory behind the identification, creation, application, cutting and care of hairpieces.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

BARB 1460: Advanced Lab 1
4.00 credits (4.00 lab)
This lab provides students with expanded practice in men's, women's and children's hairstyling.
Prerequisites: BARB 1050, BARB 1100, BARB 1200, BARB 1250, BARB 1360, BARB 1370; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

BARB 1470: Advanced Lab 2
4.00 credits (4.00 lab)
This lab provides students with continuing expanded practice in men's, women's, and children's hairstyling.
Prerequisites: BARB 1050, BARB 1100, BARB 1200, BARB 1250, BARB 1360, BARB 1370, BARB 1460; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

BARB 1500: Open Lab 1
4.00 credits (4.00 lab)
This lab provides students with in-depth preparation for the Minnesota State Board of Barbering examination.
Prerequisites: BARB 1050, BARB 1100, BARB 1200, BARB 1250, BARB 1360, BARB 1370, BARB 1460, BARB 1470; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

BARB 1510: Open Lab 2
4.00 credits (4.00 lab)
This lab provides students with continuing in-depth preparation for the Minnesota State Board of Barbering examination.
Prerequisites: BARB 1050, BARB 1100, BARB 1200, BARB 1250, BARB 1360, BARB 1370, BARB 1460, BARB 1470, BARB 1500; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

BARB 1520: Job Seeking
1.00 credit (1.00 lec)
In this course, students will create a rèsumé, write job application letters, complete a job application form and prepare for an employment interview.
Prerequisites: placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

BARB 2998: Directed Study
Prerequisites: One course in BARB; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

Biology

BIOL 1100: Introduction to Biology
4.00 credits (3.00 lec/1.00 lab)
This course presents biology as a series of fundamental concepts, all focusing on the theme of the unity and diversity of life. It examines four broad topics: genetics (including Mendelian inheritance, mitosis, meiosis and molecular genetics), evolution (Darwin's theory, evidence of evolution and the history of life including humans), organismal biology (the classification, diversity, and evolutionary history of prokaryotes and eukaryotes), and ecology (energy flow, nutrient cycling, ecosystems and biogeography), and conservation biology. The course includes two hours of laboratory instruction per week.
Fulfills MnTC Goal Area 3.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

BIOL 1120: Nutrition
3.00 credits (3.00 lec)
This course considers the nutrients and their functions in the human body, basic nutritional requirements, nutrition tools, and guidelines for making sound food choices and reading food labels. Students will learn how to plan a balanced diet and how to evaluate nutrition behaviors using popular nutrition literature. No previous coursework in biology is required. Offered as both an on-campus and Web course.
Fulfills MnTC Goal Area 3.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

BIOL 1127: Human Biology
3.00 credits (3.00 lec)
This one-semester course is designed to introduce concepts needed to study the complexity of humans in a biological world. The body systems are investigated and understood in a pattern of wellness. Ecological and genetic topics are also studied. This course does not satisfy the anatomy and physiology requirement of the Nursing Program or replace BIOL 2200 as a prerequisite to BIOL 2224: Anatomy and BIOL 2225: Physiology. Completion of the optional lab (BIOL 1128) is necessary for transfer as a lab science and to satisfy some Natural Science competencies.
Fulfills MnTC Goal Area 3.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

BIOL 1128: Human Biology Lab
1.00 credit (1.00 lab)
Laboratory examination of topics covered in BIOL 1127.
Fulfills MnTC Goal Area 3.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.
Prerequisite/Corequisite: BIOL 1127.

BIOL 1136: Environmental Science
3.00 credits (3.00 lec)
This course provides an introduction to the relationships between people and the environment in the past, present, and future. Students explore these relationships from an interdisciplinary persepective, including a solid foundation in the natural sciences, and topics ranging from history, economics, and politics to philosophy. The goal is to help students think critically about the local and global impacts of our increasing demand for natural resources. Pollution, landscape destruction, and loss of species, with effects on environmental and human health, force us to explore alternatives for more sustainable relationships with the Earth. Offered as a both an on-campus and Web course. Completion of the optional on-campus laboratory course (BIOL 1137) is necessary for transfer as a lab science and to satisfy some Natural Science competencies.
Fulfills MnTC Goal Areas 3 and 10.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

BIOL 1137: Environmental Science Lab
1.00 credit (1.00 lab)
This on-campus laboratory course examines topics raised in BIOL 1136 through lab experiments and fieldwork. Examples are assessment of water quality, the use of a GIS, biodiversity and acid rain, among others.
Fulfills MnTC Goal Areas 3 and 10.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.
Prerequisite/Corequisite: BIOL 1136.

BIOL 1160: Biology of Women
3.00 credits (3.00 lec)
This course is designed to give students an opportunity to explore aspects of biology that apply specifically to women. Within the context of body image, the course examines the biological principles, concepts and vocabulary associated with the following topics: the skin; the female reproductive system; menstruation and menopause; pregnancy and fetal development; infertility; genetics and biological sex differentiation. No previous coursework in biology is required.
Fulfills MnTC Goal Area 3.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

BIOL 1180–1184: Special Topics in Biology
2.00 credits
These courses examine a current issue or problem in biology, or provide a field or lab experience not included in the scope of the traditional biology curriculum.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

BIOL 1190: Biomedical Terminology
2.00 credits (2.00 lec)
This course develops a standard base of commonly used Greek and Latin stem words, prefixes and suffixes from which a working technical vocabulary can be constructed for those in nursing, natural sciences, preprofessional fields and other allied health fields.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

BIOL 2200: Principles of Biology
4.00 credits (3.00 lec/1.00 lab)
This course examines the major concepts of biology and is designed for students majoring in Biology, Nursing, and other science-related fields. Topics provide students with an understanding of the scientific method, basic biochemistry, cell biology, bioenergetics, reproduction, development, genetics, biotechnology, evolution and ecology. The lecture/theory portion of this course is offered both on campus in the classroom and as a Web course. This course includes two hours of required lab per week, which must be taken on campus.
Fulfills MnTC Goal Area 3.
Prerequisites: MATH 0070, CHEM 1020 or concurrent registration, or one year of high school chemistry with grades of "C" or above within the last five years; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

BIOL 2205: Genetics
4.00 credits (3.00 lec/1.00 lab)
This course presents the principles of genetics at the molecular, cellular and population levels. Chromosome structure and function, gene mapping, mutation and selection, variation, and regulation of gene expression are covered. This course includes two hours of required lab per week.
Fulfills MnTC Goal Area 3.
Prerequisites: BIOL 2200; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

BIOL 2224: Anatomy

4.00 credits (3.00 lec/1.00 lab)
This course provides an in-depth study of tissues and the anatomy of all human body systems. The course focuses on how the shape and composition of the anatomical structures allows them to perform their functions. Pathology of the anatomy may be included, but normal anatomy will be stressed. The lecture/theory portion of this course is offered BOTH on campus in the classroom and as a Web course. This course includes two hours of required lab per week, which must be taken **on campus**.
Fulfills MnTC Goal Area 3.
Prerequisites: MATH 0070, CHEM 1020 and BIOL 2200 OR MATH 0070, one year of both high school chemistry and general biology with grades of straight "C" or above within the last five years; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

BIOL 2225: Physiology

4.00 credits (3.00 lec/1.00 lab)
This course provides an in-depth study of the functioning of most body systems including the muscle, nervous, cardiovascular, respiratory, digestive, urinary and endocrine systems. Dysfunctions may be included, but normal physiology will be stressed. The lecture/theory portion of this course is offered both on campus in the classroom and as a Web course. This course includes two hours of required lab per week, which must be taken on campus.
Fulfills MnTC Goal Area 3.
Prerequisites: BIOL 2224; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

BIOL 2226: Pathophysiology

2.00 credits (2.00 lec)
This course provides an in-depth study of the chemical, biological and psychological process involved with alterations of health, using systemic and nonsystemic approaches. This course is offered both on campus and as a Web course.
Fulfills MnTC Goal Area 3.
Prerequisites: BIOL 2225; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

BIOL 2230: Microbiology

2.00 credits (2.00 lec)
This course examines the structure, function, genetics, and metabolism of prokaryotic and eukaryotic microorganisms, including a unit on virology. Disease mechanisms and body defenses, including immunology, are covered. This course has an optional lab (BIOL 2231).
Fulfills MnTC Goal Area 3.
Prerequisites: BIOL 2200; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

BIOL 2231: Microbiology Lab

2.00 credits (2.00 lab)
In this course, students learn culturing, microscopy and clinical microbiology techniques. Virology, microbial genetics and immunology are also included. This course meets on campus twice per week in two-hour sessions.
Fulfills MnTC Goal Area 3.
Prerequisites: BIOL 2200; Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.
Prerequisite/Corequisite: BIOL 2230.

BIOL 2250: Plant Biology

4.00 credits (3.00 lec/1.00 lab)
This course examines the fundamentals of botany, including structure, function, physiology, and reproductive biology of plants and plant-like organisms. This course also studies the diversity, evolutionary history, and ecology of flowering plants, algae, fungi, bryophtes, lower vascular plants, ferns, and gymnosperms. This course includes two hours of required lab per week.
Fulfills MnTC Goal Area 3.
Prerequisites: BIOL 1100 or BIOL 2200; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

BIOL 2260: Animal Biology

4.00 credits (3.00 lec/1.00 lab)
This course compares the ways in which different animal phyla have solved problems of existence including, for example, support, nervous coordination, locomotion, excretion, respiration and reproduction. Additionally, the course provides a basic framework for understanding the origins and relationships of the major groups of animals. This course incudes two hours of required lab per week. Performing dissections is required.
Fulfills MnTC Goal Area 3.
Prerequisites: BIOL 1100 or BIOL 2200; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

BIOL 2500: Molecular Biology

4.00 credits (2.00 lec/2.00 lab)
This course will use an applications-based approach to molecular and cellular biology. Students will explore the theories needed to understand and use techniques of molecular biology and methods used to establish current theories. The laboratory will expose them extensively to techniques widely used in academic and industry laboratories.
Fulfills MnTC Goal Area 3.
Prerequisites: BIOL 2231.
Prerequisites/Corequisites: BIOT 2320 and CHEM 2204; all Pre/Corequisites for these courses apply.

BIOL 2701–2706: Biotechnology Internship

1.00–6.00 credits (1.00–6.00 int)

This course will provide full- or part-time participation in industry, government agency, university, or analytical services laboratory for internship, project help, or field experience. Students must receive faculty approval to register in this course. Arrangements must be made before registration.

Prerequisites: BIOL 2231. Prerequisites/Corequisites: BIOT 2320 and CHEM 2204; all Pre/Corequisites for these courses apply.

BIOL 2998: Directed Study

Prerequisites: One course in BIOL; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

Biotechnology

BIOT 1000: Introduction to Bioscience

1.00 credit (1.00 lec)

This course will provide students an overview of bioscience. They will explore educational and employment opportunities; job-search skills; basic concepts and techniques for effective work in entry-level positions; the scientific basis of the technologies and their historical development; and current applications in medicine, forensics, biomaterials, agriculture and environment. Students will learn about national, state and local bioscience laboratories, including the basics of intellectual property law and regulatory agencies that oversee the industry, as well as explore ethical, legal, ecological, and societal issues related to bioscience.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052.

BIOT 2320: Regulatory Affairs and QC Lab Skills

4.00 credits (4.00 lec)

This course will provide an overview of the regulations that govern the bioscience industry and incorporates hands-on laboratory experiences. Students will learn extensively about Food and Drug Administration (FDA) regulations with a focus on Current Good Manufacturing Practices (CGMPs) including Quality Control (QC). They will gain a basic knowledge of Good Laboratory Practices (GLP), Good Clinical Practices (GCP) and Good Tissue Practices (GTP) and the approval processes of bioscience products. Students will appreciate the importance of international regulations, intellectual property, and import and export considerations. The laboratory sessions will provide hands-on experience in QC procedures, safety regulations, routine lab maintenance aspects, aseptic techniques and clean-room procedures. Students will practice good record-keeping and critical documentation aspects and learn about Standard Operating Procedures (SOPs). They will also perform various scientific measurements and adopt the associated mathematical calculations; prepare various laboratory reagents, and learn accurate pipetting techniques and sterilization procedures; and handle basic instrumentation widely used in academic and industry laboratories at entry-level positions.

Prerequisites: CHEM 1151.

Prerequisities/Corequisites: BIOT 1000 and all prerequisites for these courses apply.

BIOT 2640: Tissue Culture Techniques

1.00 credit (1.00 lec)

This lecture course will use an applications-based approach to tissue culture techniques. Students will learn about the importance and applications of primary and immortalized cells, and the requirements for cell culture; appreciate the differences between mammalian and insect cell culture processes and applications; learn about cell and tissue banks; and explore the current Good Tissue Practices (cGTP) regulations of Food and Drug Administration (FDA) and quality control as applied to cGTP. Students will learn about biosafety while working with cells and tissue and clean-room processes. Students will also gain an overview of stem cell culture, requirements and regulations, as well as learning the principles of cell culture that will prepare them to do laboratory coursework.

Prerequisites: BIOT 2320, BIOL 2500, CHEM 2420; pre- or corequisite CHEM 2620; and all prerequisites for these courses apply.

Corequisite: BIOT 2641.

BIOT 2641: Tissue Culture Techniques Lab
2.00 credits (2.00 lab)
This laboratory course will use an applications-based approach to tissue culture techniques. Students will gain hands-on experience in aseptic techniques, mammalian and insect cell-culture, tissue culture media requirements and preparation, culturing of cells from a frozen master cell bank, growth conditions and monitoring, scale-up procedures and freezing of cultured cells. They will learn to process cultured cells for various downstream applications, as well as learn how to adopt cGMP and cGTP regulations of the FDA.
Prerequisites: BIOT 2320, BIOL 2500, CHEM 2420; pre- or corequisite CHEM 2620; and all prerequisites for these courses apply Lab Credit.
Corequisite: BIOT 2641.

BIOT 2720: Undergraduate Research
1.00 credit (1.00 lec)
This course will provide students with opportunity to learn the research methods and processes. They will effectively and efficiently find and retrieve primary scientific literature relevant to their interest in the chemistry, biochemistry or biotechnology related fields. They will learn to use library resources and literature databases, write a literature review evaluating information and its sources critically, and use the information effectively to write a research proposal on a chosen topic. Students will summarize a research seminar they attend in the course and participate in a field-trip to the University of Minnesota libraries.
Prerequisites: CHEM 2410 and CHEM 2610.
Prerequisite/Corequisites: BIOL 2500 or instructor approval; all prerequisites for these courses apply.

BIOT 2721: Undergraduate Research Lab
2.00 credits (2.00 lab)
This course will provide students with opportunity to carry out undergraduate research related to chemistry, biochemistry and biotechnology applications. They will learn the research methods and processes, write a literature review evaluating information and its sources critically, and use the information effectively to write research proposal on a chosen project approved by the advisor. Students will carry out the proposed project under the supervision of the advisor in the laboratory, learning to do detailed laboratory work accurately with precision and incorporating good laboratory practices, documentation procedures and regulatory affairs standards. They will develop analytical and data-management skills and gain exposure to concepts such as validity, reliability, measurement, and bias. Upon completion of the project, students will write a short thesis and defend their theses, exploring the possibilities of publishing the results.
Prerequisites: BIOT 2320 and CHEM 2420.
Prerequisite/Corequisites: BIOT 2720 and BIOL 2500 or CHEM 2620 and instructor approval.

Business Management

BUSN 1140: Introduction to Business
3.00 credits (3.00 lec)
This course is designed to give students an understanding of the functional areas of business. Major emphasis is placed on business ownership; business decision-making; management, marketing, finance, budgeting and production; and the relationship among business, government and labor.

BUSN 1142: Principles of Marketing
4.00 credits (4.00 lec)
Students will explore each of the elements of the marketing mix, including product development, pricing strategies, channels of distribution, promotion and buyer behavior. Emphasis will be on analyzing the marketing environment and developing a basic marketing strategy. They will demonstrate their understanding of these marketing elements by analyzing and creating a marketing plan throughout the semester.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

BUSN 1143: Principles of Advertising
3.00 credits (3.00 lec)
In this course, students will take a managerial approach in their evaluation and selection of appropriate promotional elements. Major topics include advertising goals, appeals, media evaluation and the advertising agency, leading to the development of a total advertising campaign. They will examine current award-winning newspaper, television, radio and magazine ads with local representatives from each medium, including visits to their respective workplaces.

BUSN 1145: Small Business Management
3.00 credits (3.00 lec)
This course will provide students with the essential information needed to create and operate a small business. They will examine each of the functional areas of a small business, including marketing, management, accounting and finance.

BUSN 1154: Business Communications
3.00 credits (3.00 lec)
This course emphasizes both written and oral skills used in large and small businesses. Students will learn to prepare memos, proposals, customer correspondence and other forms of standard written business communications. In addition, they will learn how to prepare oral reports and lead group discussions.

BUSN 1155: Human Relations and Team Building

3.00 credits (3.00 lec)

This course will provide students with a broad understanding of the human relations skills necessary to succeed in organizations. The course will focus on the development of team building, managing one's self and one's career, organizational relationships, workplace diversity, ethics, and personal responsibility.

BUSN 1166: Women in Leadership and Management

3.00 credits (3.00 lec)

This course is specifically designed to provide women with the unique skills and insights necessary for their leadership success. Students will focus on the application of managerial skills and the unique problems that impact women's managerial effectiveness. Topics will include role conflict, dual career, acceptance, stereotyping, mentoring and networking.

BUSN 1180: Principles of Banking and Finance

3.00 credits (3.00 lec)

This course gives students an overview of the financial services industry and its relationship to finance. They will learn basic banking principles, such as evolution of banking, banking legislation, bank compliance issues, monetary policy; deposit operations, lending functions and the electronic financial services. Students will also learn the fundamentals of finance as it relates to banking by exploring funds management, bank investments, and calculating and measuring financial performance.

BUSN 1182: Principles of Consumer Lending

3.00 credits (3.00 lec)

This course is an overview of each aspect of the consumer credit market. Students will focus upon the characteristics of each consumer credit product; methods and procedures for issuing consumer credit loans; the regulatory requirements in making these loans; and how to determine the profitablity of these loans for the lender.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

BUSN 1183: Principles of Commercial Lending

3.00 credits (3.00 lec)

This course covers the wide range of the commercial credit lending process and focuses specifically on small businesses. Students will learn each category of commercial loan and the regulations affecting those loans. They will learn the loan application process; how to conduct personal and financial statement credit investigations; the specific process of loan documentation; loan closings; and cross-selling techniques used in the commercial lending process.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

BUSN 1190: Selling Financial Institution Products

3.00 credits (3.00 lec)

Students will develop the necessary skills required to facilitate successful relationships between sales staff and customers in a financial institution setting. Students will explore the techniques of cross-selling and relationship selling within a sales-oriented bank culture. In addition, they will actively engage in the sales process by matching the needs of a customer to a depository solution set; understand customer problems and solution requirements and then apply the proper product set; and rigorously study bank products and short-term/long-term impact each solution offers to customers. The sales pieces of cross-selling and relationship management will provide students with a well-rounded approach to sales by learning from several viewpoints including the bank's and the customer's.

Prerequisites: BUSN 1180; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

BUSN 1200: Computer Applications in Home and Business

3.00 credits (3.00 lec)

Students will work with Microsoft Windows and Office software (Word, Excel, Access, and PowerPoint), as well as the Internet and World Wide Web to solve realistic personal, school- and business-related problems. Other software may be introduced as time permits.

Prerequisites: CSCI 1100 or equivalent; placement into MATH 0700 or completion of MATH 0060.

BUSN 2202: Financial Accounting

4.00 credits (4.00 lec)

Accounting as a process of providing useful financial information to investors, creditors, managers and other users is explored in this course. Emphasis is on understanding the accounting process, financial statements, and the use and limitations of accounting information.

Prerequisites: Placement into MATH 0700 or completion of MATH 0060.

BUSN 2224: Managerial Accounting

4.00 credits (4.00 lec)

This course is designed to provide students with an understanding of what kind of information is needed by management; where this information can be obtained; and how this information is used by managers as they carry out their planning, control, and decision-making responsibilities.

Prerequisite: BUSN 2202.

BUSN 2252: Principles of Management
4.00 credits (4.00 lec)
This course provides a theoretical overview of management by examining the managerial functions of planning, leading, organizing and controlling an organization's resources.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

BUSN 2254: Entrepreneurship
3.00 credits (3.00 lec)
In this course, students will learn the process of launching a new business venture from an original or innovative idea. The focus will be on the stages of development of the new venture including research, planning, feasibility analysis, capitalization and management. It is recommended for students who are in the process of or planning to start their own businesses.
Prerequisite: BUSN 1140.

BUSN 2256: Supervision and Leadership Skills
3.00 credits (3.00 lec)
This course is designed to give students an introduction to management functions and principles as they apply to the supervisory level of management. A major portion of this course will focus on the leadership skills and techniques necessary for successful group leadership.

BUSN 2260: Legal Environment of Business
4.00 credits (4.00 lec)
This course is designed to give students an understanding of the rights and duties they have as citizens, individually and in the business world. It covers such business-oriented subjects as contracts, agencies, bills and notes; the law of negligence; the system of courts; and instruction on criminal law with emphasis on protections afforded businesses.
Prerequisite: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

BUSN 2998: Directed Study
Prerequisites: One course in BUSN.

Business Office Technology

BTEC 1010: Fundamentals of Business Computers
2.00 credits (1.00 lec/1.00 lab)
This course teaches basic information about using microcomputers as a business productivity tool. Topics covered in this class include how to use the current Windows operating system; how to use a mouse and keyboard; understanding hardware and software; basic computer history; basic computer architecture; file maintenance; data communications; data security; Internet and World Wide Web concepts; and how to buy a computer.
Prerequisites: keyboarding skills or concurrent enrollment in BTEC 1060; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

BTEC 1060: Keyboarding
3.00 credits (1.00 lec/2.00 lab)
In this course, students will develop touch-control of the keyboard and proper keyboarding techniques; build speed and accuracy; and practice applying basic skills to the formatting of letters, reports, memos, tables, forms and other kinds of business communication. The keyboarding goal will be to attain a minimum speed of 45 words per minute with five errors or fewer on a five-minute timing.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

BTEC 1080: Microsoft Word
3.00 credits (2.00 lec/1.00 lab)
In this course, students will learn to use Microsoft Word processing software for both business and personal use. Topics include character formatting; setting margins, tabs and indents; moving/copying and revising text; and printing and formatting pages.
Prerequisites: Keyboarding skills or concurrent enrollment in BTEC 1060; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

BTEC 1125: Medical Terminology and Disease Condtion 1
3.00 credits (3.00 lec)
This course is designed for students wanting an understanding of how medical terms are created, pronounced, spelled and used in a medical setting. Classes will include a study of medical word roots, prefixes and suffixes common to the medical field. System terminology will focus on pathology, clinical procedures, laboratory procedures and abbreviations.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

BTEC 1160: Legal Office Procedures

3.00 credits (2.00 lec/1 lab)

In this course, students will develop skills essential for work in a legal office. Their experience will include study of legal terminology; ethics and confidentiality; time and billing records; scheduling; court dates; depositions and appointments; maintaining client files; telephone techniques; and preparation of legal documents and legal correspondence. They will also study the three branches of government and the state and federal court systems.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

BETC 1165: Legal Transcription

3.00 credits (1.00 lec/2.00 lab)

In this course, students will use digital transcription software in transcribing dictated material for a legal office into usable documents. They will experience working with a wide variety of legal documents, develop speed and accuracy in transcribing, as well as acquire proofreading and correcting skills.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

BTEC 1225: Professional Development

1.00 credit (1.00 lab)

This course is designed to develop students' talents and abilities as effective group members and/or group leaders. They will examine student, professional, and local organizations and may assume organizational and planning responsibilities as a volunteer. Students will meet three times as a group, and volunteer projects will be done independently with a final report presented to the group.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

BTEC 1275: Medical Office Procedures

3.00 credits (2.00 lec/1.00 lab)

This course utilizes both classroom discussion and real-world simulation exercises to prepare students to perform the variety of tasks needed to work in a medical setting. Emphasis will be placed on customer service; legal and ethical responsibilities; and filing and handling correspondence. Discussions will also focus on making travel arrangements; planning meetings; discussing fees and credit; and performing banking, billing and daily accounting, as well as preparing and processing insurance claims. Computer simulations using Medisoft software will be completed during this course.

Prerequisite/Corequisite: BTEC 1060.

BTEC 1700: Medical Insurance Coding

3.00 credits (3.00 lec)

This course is designed for individuals who are interested in pursuing a career in healthcare that allows them to assist physicians in assigning procedural and diagnostic codes in an outpatient setting. Students will gain a working knowledge of both procedural and diagnostic coding systems, as well as gain hands-on experience assigning codes utilizing the CPT and ICD 9-CM code books.

Prerequisite: BTEC 1125.

BTEC 1770: Claims and Reimbursement

3.00 credits (2.00 lec/1.00 lab)

This course introduces students to medical insurance reimbursement; medical insurance plans and payers; regulations and accreditation in medical insurance, as well as the claims processing sequence; collection of patient information; insurance verification; and encounter-form preparation. Students will also learn about linkage and compliance, provider payment calculations, claims preparation and claims transmission. Coding guidelines will also be reviewed. The hospital claims and billing process will also be addressed. Computer simulations using Medisoft software will be covered during this course.

Prerequisite: BTEC 1700.

BTEC 1800: Business Culture and Communication

3.00 credits (3.00 lec)

In this course, students will study culture and communication within a business organization. Topics will include the communication process and the impact of personal and group relationships within an organization. Additional topics include understanding of self, communication styles, the Myers-Briggs Inventory, diversity, workplace bias and equal opportunity. Emphasis is placed on understanding the workplace environment and attitudes and behaviors that contribute to success in one's life and in one's career.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

BTEC 1835: Business English

3.00 credits (3.00 lec)

In this course, students will develop business English skills appropriate for work in a professional business office; review and practice grammar usage, punctuation, and capitalization; and develop an extensive vocabulary emphasizing business and legal terms. Skills learned in this course will enable students to become a more effective business communicator.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

BTEC 1900: Business/Client Relations 1

3.00 credits (3.00 lec)

In this course, students will study the essential elements of customer service in any organization. They will come to understand the environment and structure of a contact center, so that they may seek rewarding positions in that particular area. They will also discuss and practice using real-work scenarios and role play.

Prerequisite: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

BTEC 2030: Business Presentations

2.00 credits (1.00 lec/1.00 lab)

This course covers the development of oral skills for the business professional with responsibilities for communicating technical material in an understandable manner. Building confidence and handling anxiety in pressure situations are stressed. Emphasis is placed on the value of listening as a vital part of business communication. Case studies are used to examine the ethical and legal responsibilities of a technical communicator. The use of technologies in giving effective presentations is included. Students will consider how effective oral skills will enhance their careers, as well as their personal lives.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

BTEC 2100: Microsoft Excel

3.00 credits (2.00 lec/1.00 lab)

This is a comprehensive course exploring the functions and practical applications in using Microsoft Excel spreadsheets to perform business and scientific calculations. Exercises include creating worksheets and charts and using financial database and problem-solving functions.

Prerequisite: Basic computer skills.

BTEC 2110: Microsoft Access

3.00 credits (2.00 lec/1.00 lab)

In this course, students will use Access to develop the skills needed to create databases, edit and view data, perform queries, sort a database, and design and use basic forms and reports. Coursework will include advanced form, query, and report features, as well as the integration of Access with other Microsoft Office applications and the Internet.

Prerequisite: Basic computer skills.

BTEC 2125: Medical Terminology and Disease Condition 2

3.00 credits (3.00 lec)

This course is designed to follow Medical Terminology and Disease Condition 1. Classes will focus on system terminology, disease terminology and specialty terminology. Emphasis will also be placed on terminology related to clinical procedures, laboratory procedures, surgical procedures and medical abbreviations related to covered systems.

Prerequisite: BTEC 1125.

BTEC 2355: Desktop Publishing with MS Word

3.00 credits (2.00 lec/1.00 lab)

This course introduces students to the concepts, terminology, techniques, applications and process of desktop publishing. The students will integrate and manipulate text and graphics to produce professional-quality publications. Hands-on applications will be used throughout the course in planning, designing and evaluating business desktop publishing documents such as brochures, newsletters, promotional documents, and booklets, to name a few.

Prerequisites: Microsoft Word or BTEC 1080.

BTEC 2375: Written Business Communications

3.00 credits (3.00 lec)

In this course, students will develop the writing skills appropriate for business by composing and editing business memos, letters, and reports. They will use communication theory and critical thinking to solve business problems using effective writing, and apply this knowledge and skill in resolving their own personal business writing problems. Ongoing discussion and practice of correct grammar and punctuation usage is designed to heighten each writer's effectiveness. Students will compile a portfolio of their written work, including a final research report. All assignments will be typed on the computer.

Prerequisites: Keyboarding skills; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

BTEC 2450: Internship

1.00–4.00 credits (1.00–4:00 int)

The intership provides occupational experience in your major field. A training plan is developed for each student in cooperation with a supervisor at the training site. You will apply skills and knowledge acquired in coursework to an actual work setting. Internships require 40 hours of on-site training per semester credit.

Prerequisites: BTEC major or instructor approval.

BTEC 2630: Microsoft PowerPoint

2.00 credits (1.00 lec/1.00 lab)

This is a comprehensive course covering the functions and practical applications of Microsoft PowerPoint. It includes handling text, creating tables, inserting pictures, outlining, drawing, graphing and learning the use of multimedia tools to create professional presentations. Students will create printouts, outlines, speaker notes and audience handouts for the presentations.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

BTEC 2730: The Professional Office
3.00 credits (3.00 lec)
This is a capstone course for BTEC students. The course will integrate skills and knowledge learned in previous business and computer applications courses. Students will experience the demands and responsibilities of a professional office through simulations and visits to business offices. Emphasis will be placed on understanding professionalism and how a professional attitude and manner contribute to career success. Topics will include ethics in the workplace, working as a team member, the impact of superior customer service, business culture and environment, health and safety in the workplace, and leadership behaviors. Students will also prepare a professional employment portfolio that demonstrates the skills and knowledge learned in their program of study.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

BTEC 2775: Power Keyboarding
2.00 credits (2.00 lab)
This course is designed to increase keyboarding performance through progressive keyboarding skill building based on an individual's current performance. An individualized program will be developed for students based on diagnostic and prescriptive analysis.
Prerequisite: BTEC 1060.

BTEC 2825: Career Management
2.00 credits (2.00 lec)
This course offers a highly individualized approach to developing career management skills. Students will create rèsumés, write cover and thank-you letters, complete job application forms, utilize the Internet in their job search, and participate in an employment interview. Consideration will also be given to critical attitudes needed for career success.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

BTEC 2900: Business/Client Relations 2
2.00 credits (2.00 lec)
This capstone course integrates all aspects of customer service through the use of discussion, role-plays and real-work scenarios. Students will apply communications and human relation skills in actual customer service situations. They will demonstrate an understanding of customer diversity, grasp the importance of ethical decision-making and comprehend the importance of the customer service in organizations driven by this model.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

BTEC 2998: Directed Study
Prerequisites: One course in BTEC; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

Cabinetmaking

CBMK 1010: Woodworking Fundamentals
4.00 credits (2.00 lec/2.00 lab)
This introductory course will investigate the history of woodworking tools, materials and processes. Students will examine the harvesting of hardwood lumber and its subsequent manufacture into a wide range of products in use in the broad woodworking field today. Topics will include: care and use of different types of woodworking tools, design and fabrication of basic woodworking joints, and appropriate use of a variety of materials. Students will also be introduced to the basics of safety in the cabinet shop. They can expect to complete a small project of their own design.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

CBMK 1020: Machine Operations and Safety
4.00 credits (2.00 lec/2.00 lab)
This course focuses on the use and operation of all the basic hand tools, portable power tools and stationary machines found in all cabinet shops, including the safety issues associated with each machine. Students will have the opportunity to use each group of tools in the construction of an assigned project. They will also begin to learn details of setting up machines for special functions and the building of jigs. As students explore design and construction problems in the course of the project, they will be expected to find their own unique solutions.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

CBMK 1030: Drafting for Cabinetmaking
5.00 credits (2.00 lec/3.00 lab)
This course will introduce students to a variety of drafting techniques as they apply to the cabinetmaking field. Students will explore visualizing and sketching, perspective drawing, and mechanical drawing; be exposed to a variety of design problems, which they will solve by the use of graphic techniques; be able to explore computer-aided drafting techniques through the use of software such as CabinetWare©, CabinetVision©, and AutoCad®; and also have an opportunity to prepare a proposal for a client.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

CBMK 1040: Residential Cabinet Design

6.00 credits (1.00 lec/5.00 lab)

This course examines complicated residential furniture and cabinetry, from simple tables to kitchens and baths. Students will gain hands-on experience with joinery, the mechanics of doors and drawers, and different types of hardware. They will design and produce complete working drawings and fabricate at least one piece of work in this area. Their work will become more complex and will require a higher level of finish. Topics will also include an introduction to mass production techniques.

Prerequisites: CBMK 1010 and CBMK 1020.

CBMK 1050: Commercial Casework and Fixtures

7.00 credits (2.00 lec/5.00 lab)

This course focuses on the qualities unique to commercial furniture and fixtures. Students will learn about space planning, quality levels and unique applications common to commercial work. Subjects include conference and reception rooms, store fixtures, and other applications in advertising, office furniture, and systems. Students will also learn about the business side of cabinetmaking, and will be expected to design and build a project of their own or participate in a group project.

Prerequisites: CBMK 1010, CBMK 1020 and CBMK 1030.

CBMK 1060: Furniture Design and Construction

6.00 credits (1.00 lec/5.00 lab)

This course explores the design and construction of custom or "studio" furniture. Students will have an opportunity to study the history of furniture design and styles and use skills gained in previous courses to reproduce period furnishings. They will also investigate the sculptural aspects of woodworking, including: steam and laminate bending, vacuum forming, shaping and carving, turning, and tool making. Students will produce increasingly complex pieces and explore woodworking as a small business, covering proposals, contracts, and customer relations.

Prerequisites: CBMK 1010, CBMK 1020 and CBMK 1030.

CBMK 1070: Framed Kitchen Design and Construction

7.00 credits (2.00 lec/5.00 lab)

This course focuses on traditional face-frame type cabinet design for kitchen, bath, and other residential uses. Students will have the opportunity to explore kitchen and bath design and related space-planning problems; study CAD/CAM systems and other technological aids; and examine different types of door styles and their production methods, as well as a variety of drawer types and systems. Students will also cover the business aspects of the cabinetmaking industry including small, medium and large business types; estimating and material take-off; logistics; and mass-production techniques. They will have an opportunity to produce and install a project for Habitat for Humanity or a similar organization.

Prerequisites: CBMK 1010, CBMK 1020 and CBMK 1030.

CBMK 1080: European Cabinet Design and Construction

6.00 credits (2.00 lec/4.00 lab)

This course focuses on Euro-style cabinet design for kitchen, bath and other residential uses. Students will study kitchen and bath design and related space-planning problems; work with the European 32mm system and CAM techniques to produce frameless type cabinets; examine different types of door styles and their production methods, as well as a variety of drawer types and systems unique to the 32mm system. This course will also cover the business aspects of the cabinetmaking industry, including small, medium and large business types; estimating and material take-off; logistics; and mass production techniques. They will have an opportunity to produce and install a project for Habitat for Humanity or a similar organization.

Prerequisites: CBMK 1010, CBMK 1020 and CBMK 1030.

CBMK 1090: Countertops and Work Surfaces

5.00 credits (2.00 lec/3.00 lab)

This course introduces students to a variety of materials and fabrication processes used in the production of countertops and other work surfaces for residential, commercial and institutional use. They will examine in detail the use of plastic laminate products and their use alone and with other materials; gain hands-on experience with the variety of solid surface products in use today; and learn about working with hazardous substances and with solvent-based adhesives. This class will also focus on the installation problems of countertops, templates, scribing and other aspects of completing a kitchen installation, while working with others on a project for Habitat for Humanity or a similar organization.

Prerequisites: CBMK 1010, CBMK 1020 and CBMK 1030.

CBMK 1091 Industry Internship

4.00 credits (4.00 int)

The Industry Internship will allow students to test the skills and knowledge they have gained in the program with an employer in the industry. They will interview with several local businesses, seeking employment for a minimum of 10 hours per week as an intern/trainee. Employers will determine their duties and terms of employment and, with their instructor, will set goals and objectives for their employment.

Prerequisites: CBMK 1010, CBMK 1020 and CBMK 1030.

CBMK 2640: Open Lab

4.00 credits (4.00 lab)

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

CBMK 2998: Directed Study

Prerequisites: One course in CBMK; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

Carpentry

CARP 1000: Construction Materials, Fasteners and Industry Terms

3.00 credits (2.00 lec/1.00 lab)

This course introduces students to the construction industry through the principal construction materials used: concrete, masonry, metals, woods, thermal materials, finishes, construction equipment and specialties. Students will make field trips to lumber yards (large and specialty) and engineered lumber manufacturers to learn about softwoods and hardwoods and their uses, advantages, and pitfalls.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

CARP 1100: Construction Tool Operation and Safety

3.00 credits (2.00 lec/1.00 lab)

Through this course, students will become accustomed to the tools used in the construction industry, as well as the safety habits of operating hand, power, and specialty tools and equipment. They will learn to select the proper tool for specific applications, along with research on each type of tool. They will also go on tours, listen to speakers and visit a tool show.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

CARP 1200: Applied Math for Carpentry and Estimating

3.00 credits (2.00 lec/1.00 lab)

Through this course students will gain necessary skills in math that will specifically relate to their day-to-day duties as a carpenter. They will learn to be efficient with math on a job site and also learn the mathematics commonly used in the carpentry trade. Material covered will include addition, subtraction, multiplication, division, fractions, percentages, linear measures, area, volume, proportions, powers and roots.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

CARP 1300: Blueprint Reading, Layout and Project Planning

3.00 credits (2.00 lec/1.00 lab)

This course will give students the ability to read and understand blueprints as well as create them. The purpose of this course is to teach the underlying principles of the basic structure of typical buildings. Students will develop communication skills in the reading of plans and specifications for residential and light commercial construction. They will also learn blueprint-reading skills and project planning.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

CARP 1400: Basic Residential Construction and Building Codes

2.00 credits (1.00 lec/1.00 lab)

This course covers the theory and reasons for designing a structure and the development of the building site. Students will learn about methods of floor framing, wall framing (both interior and exterior), and roof framing. They will build floors, walls and roofs in the lab.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

CARP 1500: Residential Construction 1

4.00 credits (1.00 lec/3.00 lab)

This course covers the basics and theory behind ventilation and insulation, as well as the installation of windows, drywall, paneling, tile, and ceilings. Students will learn from speakers and go on field trips to manufacturers, where many experts in the industry will provide insight and understanding of these areas of construction. They will also work on a Habitat for Humanity or similar job site.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

CARP 1600: Residential Construction 2

4.00 credits (1.00 lec/3.00 lab)

Through this course, Students will learn interior finishing, which includes interior doors and door frames, interior trim, and floors. They will go on tours and field trips of manufacturers of floor finishes and different types of materials; learn proper installation of all finish materials: casing, base, doors, custom trim pieces, flooring, stair, skirt, apron and many other specialty trim applications; and work on a Habitat for Humanity or similar job site.

Prerequisite: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

CARP 1700: Residential Construction 3

4.00 credits (1.00 lec/3.00 lab)

Within this course, students will learn exterior construction, which includes roofing, exterior doors, siding, cornice construction, deck, porches and fences. They will take tours and field trips of manufacturers of exterior products and discuss different types of related materials, along with where to get them. They will learn proper installation of all roofing, siding, exterior doors, soffet, facia, decking, porches, railings/balusters and many other specialty exterior elements. Students will also work on a Habitat for Humanity or similar job site.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

CARP 1800: Masonry, Surveying and Stair Construction

1.00 credit (1.00 lab)

Through this course, students will learn about masonry, surveying and stair construction by exploring concrete form construction and stair framing and finishing; discussing different manufacturers of masonry products and different types of materials; exploring proper installation of all masonry materials with a specific focus on concrete walls, slabs and stairs; and working on a Habitat for Humanity or similar job site.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

CARP 1900: Cabinet Construction, Countertop and Installation

2.00 credits (1.00 lec/1.00 lab)

In this course, students will construct cabinets and install countertops; select styles, lay out cabinets and estimate materials; learn basic cabinetmaking tools and wood joints; make and interpret drawings; and construct a mock-up cabinet project. They will also install residential cabinets and countertops.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

Central Services Technician

CSIP 1000: Role of the Central Services Technician

3.00 credits (2.00 lec/1.00 lab)

This course is designed for students interested in health-related careers. It prepares the participant to perform the role of Central Service Technician in such positions as Instrument Tech and Case Cart Tech. Foundational Anatomy and Physiology and basic principles of Microbiology will be presented. Course competencies include decontamination, preparation and packaging for sterilization, sterilization process, and sterile storage. Basic surgical instrumentation and medical terminology that is necessary for this area of employment in the healthcare setting will also be presented. The lab will include campus- and hospital-based practice settings. Upon completion of CSIP 1000 and 1002, students are eligible to take the certification exam from the Certification Board for Sterile Processing and Distribution, Inc. (CBSPD).

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 and ESOL 0033 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.
Corequisites: HCCC 4-credit package and HCCC 1100—Medical Terminology.

CSIP 1002: Central Services Technician Internship

2.00 credits (2.00 int)

The 80-hour internship course prepares students for employment and to be become eligible for Central Services Technician certification. Through this practicum experience, they will become familiar with all aspects related to the central services of a hospital. The focus of this course is to provide students with comprehensive skills to be able to perform competently and safely. They will have hands-on practice sessions to develop the skills and techniques required in performing various activities in the central services areas. This course must be completed within one term of CSIP 1000.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; successful completion (Grade of "C" or better) of CSIP 1000.
Corequisites: HCCC 4-credit package and HCCC 1100—Medical Terminology.

Chemistry

CHEM 1020: Introduction to Chemistry

4.00 credits (3.00 lec/1.00 lab)

This course is intended as a broad introduction to chemistry for the non-science major. Topics covered include the scientific method, atomic structure, the periodic table, bonding, acids and bases, nomenclature, equations, stoichiometry, gas laws, and oxidation and reduction. The lecture/theory portion of this course is offered both on campus in the classroom and as a Web course. This course includes two hours of required lab per week, which must be taken on campus. The laboratory introduces students to safe handling of chemicals, appropriate use of lab ware, and transcription of observations and data. Concurrent registration in lab is required, and attendance in the first week lab safety session is mandatory.

Fulfills MnTC Goal Area 3.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051; placement into MATH 0080 or completion of MATH 0070.

CHEM 1040: Chemistry in Your Life

3.00 credits (3.00 lec)

This course offers an introduction to chemistry and its applications in one's personal life and modern society. The chemistry concepts covered include the structure of matter, elements and compounds, chemical bonding, reactions, energy changes, and an introduction to organic chemistry. Students will consider and investigate the relevance of chemistry in everyday life—with a focus on many contemporary topics, such as environmental issues, energy resource issues, medicine, food and health, as well as consumer chemistry. The optional lab (CHEM 1041) is necessary for transfer as a lab science.

Fulfills MnTC Goal Areas 3 and 9.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051; placement into MATH 0070 or completion of MATH 0060.

CHEM 1041: Chemistry in Your Life Lab

1.00 credit (1.00 lab)

This on-campus laboratory course examines concepts and topics raised in CHEM 1040 through lab activities and scientific investigation. During laboratory sessions, students will engage in activities that focus on air and water quality, food content, and pharmaceuticals, among many other chemistry-related topics.

Fulfills MnTC Goal Area 3.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051; placement into MATH 0070 or completion of MATH 0060.

Prerequisite/Corequisite: CHEM 1040.

CHEM 1145: Forensic Science 1

4.00 credits (3.00 lec/1.00 lab)

This course uses an application-based approach to understand the basic theories and methods for scientific investigation of physical evidence found at the scene of a crime, with an emphasis on laboratory analysis methods currently in use. Students will explore the scope of forensic science, services provided by forensic laboratories, the role of a forensic scientist, the processing of crime scene, and the importance of as well as the types of physical evidence. They will learn how various kinds of physical evidence such as chemical substances, microscopic evidence, hair, fiber, paints, glass, soil, body fluids, DNA, fingerprints, etc. are collected and analyzed. Students will perform several laboratory experiments to learn the methods used in such analyses. Concurrent registration in lab is required. Some lab sessions will be held off-campus.

Fulfills MnTC Goal Areas 3 and 9.

Prerequisites: Placement into MATH 0080 or completion of MATH 0070 and CHEM 1020 or one year of high school chemistry.

CHEM 1151: Principles of Chemistry 1

5.00 credits (4.00 lec/1.00 lab)

This course is the first semester of a two-semester sequence designed to give students a broad introduction to the field of chemistry. This course will cover a general introduction to the scientific method, basic stoichiometry, thermodynamics, atomic and molecular structure and bonding, gas laws, solution chemistry, and environmental topics. The required on-campus laboratory meets three hours per week. The laboratory experiments illustrate concepts covered in the lecture material, emphasize experimental techniques, and use computer-assisted data acquisition and manipulation. The lecture/theory portion of the course is offered on campus in the classroom and also as a Web course during some terms (check the term schedule).

Fulfills MnTC Goal Area 3.

Prerequisites: MATH 0080 or placement into MATH 1110; CHEM 1020 or one year of high school chemistry; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

CHEM 1152: Principles of Chemistry 2

5.00 credits (4.00 lec/1.00 lab)

This course is the second semester of a two-semester sequence designed to give students a broad introduction to the field of chemistry. This course will cover solution chemistry, kinetics, acids and bases, equilibrium reactions, buffer solutions, solubility products, nuclear chemistry, thermodynamics, representative elements, transition metal chemistry, and environmental topics. The required on-campus laboratory meets three hours per week. The laboratory experiments illustrate concepts covered in the lecture material, emphasize experimental techniques, and use computer-assisted data acquisition and manipulation.

Fulfills MnTC Goal Area 3.

Prerequisites: CHEM 1151; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

CHEM 2204: Organic Chemistry 1

4.00 credits (4.00 lec)

This course is the first semester of a two- semester sequence which covers the synthesis, reactions, nomenclature and structure of organic compounds. Topics include chemical structure, kinetics and enthalpy of reactions, reaction mechanisms, stereochemistry; the syntheses and reactions of alkanes, alkenes, alkynes, conjugated systems, alcohols, ethers, aldehydes, and ketones; as well as NMR, IR, UV, and mass spectroscopy. Molecular modeling software is used during instruction to assist in visualizing reactions and is available for student use outside of class.

Fulfills MnTC Goal Area 3.

Prerequisites: MATH 0080 or placement into MATH 1110; CHEM 1151; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

CHEM 2205: Organic Chemistry 2

4.00 credits (4.00 lec)

This course is the second semester of a two-semester sequence which covers the synthesis, reactions, nomenclature and structure of organic compounds, aromatic compounds, carboxylic acids, acid derivatives, amines, heterocycles, acetoacetic and malonic acid syntheses, carbohydrates, amino acids, proteins, lipids, polymers, industrial chemistry, agrochemical, and pharmaceuticals. Molecular modeling software is used during the lecture to visualize molecules and reactions and is available for student use outside of class.

Fulfills MnTC Goal Area 3.

Prerequisites: CHEM 2204; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

CHEM 2224: Organic Chemistry 1 Lab

2.00 credits (2.00 lab)

This course is the laboratory component that accompanies CHEM 2204: Organic Chemistry 1. The laboratory work consists of separation, purification, and identification techniques, both with ordinary chemical methods and with IR spectroscopy, gas chromatography, column chromatography, and refractive index instrumentation.

Fulfills MnTC Goal Area 3.

Prerequisites: MATH 0080 or placement into MATH 1110; CHEM 1151; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

Prerequisites/Corequisite: CHEM 2204.

CHEM 2225: Organic Chemistry 2 Lab

2.00 credits (2.00 lab)

This course is the laboratory component that accompanies CHEM 2205: Organic Chemistry 2. The laboratory work consists of syntheses, purification, and reactions of organic compounds and unknown identification, both with ordinary chemical methods and with IR spectroscopy, gas chromatography, column chromatography, and refractive index instrumentation.

Fulfills MnTC Goal Area 3.

Prerequisites: CHEM 2204, CHEM 2224; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

Prerequisite/Corequisite: CHEM 2205.

CHEM 2410: Analytical and Instrumental Chemistry

3.00 credits (3.00 lec)

This lecture course uses an applications-based approach to analytical and solution chemistry principles and instrumentation. Students will explore the theories of methods and instrumentation used for chemical and biochemical analyses; learn the principles of ionic equilibria, acid-base, complexometric, redox and electro analytical techniques;l develop an understanding of the principles of various instrumental methods of analysis including spectroscopic and chromatographic methods of analyses; appreciate the requirements of analytical methods in quality control aspects in a variety of industrial and research applications, and HVAC requirements in clean room environments; apply the regulations of the Food and Drug Administration (FDA) and Environmental Protection Agency (EPA); develop the necessary skills to statistically analyze data; and gain a better understanding of how to appropriately select a method to identify and quantify an unknown chemical.

Prerequisite: CHEM 1152.

Prerequisites/ Corequisites: BIOT 2320 and all Prerequisites/ Corequisites for these courses apply.

CHEM 2420: Analytical and Instrumental Chemistry Lab

2.00 credits (2.00 lab)

This laboratory course will use an application-based approach to analytical methods used in various science disciplines in academic research, industry and government laboratories. Students will carry out classical analytical techniques, as well as instrumental methods of analysis and incorporate mathematical calculations, statistical analysis of data and computational methods; apply aqueous ionic equilibria principles in acid-base, redox and complexation equilibria experiments, preparation of buffers and pH determinations; explore compendium of methods and adopt the sampling, electrochemical and instrumentation methods including chromatography, spectrometry and microscopy; learn to do detailed work with precision and accuracy; incorporate good laboratory practices, documentation procedures and instrumentation validation according to regulatory affairs standards; and learn the importance of clean-room requirements and procedures.

Prerequisite: CHEM 1152.

Prerequisites/Corequisites: CHEM 2410 and BIOT 2320; all Prerequisites/Corequisites for these courses apply.

CHEM 2610: Biochemistry

3.00 credits (3.00 lec)

This course introduces the fundamental principles in biochemistry. Students will learn the structure and function of biomolecules, kinetics of enzyme-catalyzed reactions, major metabolic pathways that synthesize and degrade biomolecules, and the storage and transmission of genetic information in organisms.

Prerequisites: BIOL 2200, CHEM 1152 and CHEM 2204; all Prerequisites/Corequisites for these courses apply.

CHEM 2620: Biochemistry Lab

2.00 credits (2.00 lab)

This laboratory course will use an application-based approach to biochemical techniques. Students will apply the concepts learned in the biochemistry theory course to gain experience in protein purification and characterization, modern molecular biology techniques, enzyme kinetics and immunological techniques. They will extensively utilize biochemical techniques and instrumentation widely used in academic and industry laboratories, apply the regulatory affairs standards, and document their work as per these standards.

Prerequisites: BIOT 2320 and CHEM 2420 and all prerequisites for these courses apply.

Prerequisites/Corequisites: CHEM 2610, and all prerequisites for this course apply.

CHEM 2701–2706: Biotechnology Internship

1.00–6.00 credits (1.00–6.00 int)

This course will provide full- or part-time participation in an industry, government agency, university, or analytical services laboratory for internship, project help, or field experience. Students must receive faculty approval to register in this course. Arrangements must be made before registration.

Prerequisites: BIOT 2000, CHEM 2400, BIOL 2500 and/or CHEM 2600; and all prerequisites for these courses apply; and instructor approval.

CHEM 2998: Directed Study

Prerequisites: One course in CHEM; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

Child Development

CHDV 1004: Working with Children During Out-of-School Time

3.00 credits (3.00 lec)

This foundational course introduces students to career opportunities working with school age children (5–12) during out-of-school time. The course will examine the roles of providers for school-age children, basic program elements and regulations, professionalism, and current issues. Students will increase their understanding of national standards and the skills necessary to successfully work with school-age children in an out-of-school-time program.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052.

CHDV 1150: Mentoring the Urban Child

2.00 credits (2.00 lec)

This course offers an opportunity to enrich a young person's life through mentoring. Through collaboration with Big Brothers Big Sisters, students will be matched with a 6–13-year-old attending the Interdistrict Downtown School (IDDS), meeting with him or her at IDDS for an hour each week at a prearranged time based on each student's schedule. In addition, weekly course lectures and discussion occur online. Students will examine the role of a mentor, the mentoring process, the urban context, developmental assets, bridging differences, boundaries and limit setting, and issues that offer come up in mentoring urban children and youth. No experience with children is necessary. Students will need to complete a thorough application process through Big Brothers Big Sisters prior to the first week of class.

Prerequisite: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

CHDV 1214: School-Age Development
3.00 credits (3.00 lec)
This course provides students with a broad overview of the development of children ages 5–14. Physical, cognitive, social and emotional development will be examined as they relate to working with school-age children. Child development theories will be integrated with developmentally appropriate practice as they apply to implementing high-quality school-age care and out-of-school-time programs.

CHDV 1220: Child Safety, Health and Nutrition
3.00 credits (3.00 lec)
This course guides the student in obtaining skills needed to establish and maintain a physically and psychologically safe and healthy learning environment for young children. Topics include preventing illness and accidents; handling emergencies; providing health, safety, and nutritional education experiences; meeting children's basic nutritional needs; understanding the teachers' responsibility with respect to therapeutic drugs, which might be prescribed for children in their care; current health-related issues; and recognition and implications of child abuse and neglect.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

CHDV 1240: Caregiving and Teaching Strategies
3.00 credits (2.00 lec/1.00 lab)
This course examines the role of the teacher in early childhood settings. It applies knowledge of child development as it relates to individual children, communities, curriculum and communication activities.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052. Prerequisites/Corequisites: CHDV 1215 or instructor approval.

CHDV 1244: Creating Environments for School-Age Children
4.00 credits (4.00 lec)
This course provides students with an introduciton to arranging the physical environment to meet the developmental needs of school-age children in afterschool and out-of-school-time programs. Students will learn how to arrange furniture, select and organize materials, plan the daily schedule, and manage transitions.

CHDV 1505: Child, Family and Community Relations
3.00 credits (3.00 lec)
This course focuses on the role of early childhood staff in developing positive relationships with parents, which enhance children's healthy growth and development. Working with children and families of varied racial, ethnic, economic and cultural backgrounds is emphasized. Students will compare child-rearing practices of different cultures, practice conducting parent conferences and investigate community agencies for use as referral sources for parents.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

CHDV 1540: Infant-Toddler Development and Learning Experience
3.00 credits (2.00 lec/1.00 lab)
This course provides an overview of infant/toddler theory and development in home- and center-based settings. Students will integrate knowledge of developmental needs, developmentally appropriate environments, effective caregiving and teaching strategies, and observation methods.
Prerequisites: CHDV 1215 or instructor approval; placement into READ 1300 or completion of READ 0200 or ESOL 0052.

CHDV 1545: Learning Experiences
3.00 credits (2.00 lec/1.00 lab)
This course provides an overview of mixed-age theory and development for in-home or center-based settings. Students will integrate knowledge of deveopmental needs, developmentally appropriate environments, effective caregiving, teaching strategies and observation methods.
Prerequisites: CHDV 1240 or instructor approval; placement into READ 1300 or completion of READ 0200 or ESOL 0052.

CHDV 1600: Practicum 1
2.00 credits (2.00 int)
This course provides an opportunity to work with children from diverse backgrounds in an urban early-childhood-education setting. Students will observe and assess children's development, establish relationships, assist with caregiving routines, facilitate learning through play, plan and implement activities, and maintain professional relationships. Each week, students will spend six hours in an early-childhood classroom.
Prerequisites: Child Development Certificate or instructor approval.

CHDV 1610: Professional Relations Seminar
2.00 credits (2.00 lec)
This course helps early-childhood staff develop the skills to be successful employees and members of a teaching team. Students will examine interpersonal communication, group dynamics, group decision-making, conflict resolution, wage issues, job stress, workplace diversity and job-seeking skills.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052.

CHDV 1640: Literature and Language Development Experiences
3.00 credits (3.00 lec)
This course provides an overview of language- and literacy-learning experiences in either home- or center-based settings. Students will integrate knowledge of child development, learning environments, and teaching methods to promote literacy skills in speaking, listening, reading, and writing.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052.

CHDV 1641: Seeds of Emerging Literacy
1.00 credit (1.00 lec)
This course is intended to introduce the concept of "emergent literacy" to paraprofessionals in the public schools and to childcare providers. It provides information about implementing a literacy-rich classroom for young children. Students are expected to think critically about the impact of curriculum experiences, classroom organization and the role of the teacher as the "architect" of learning opportunities on the emergent literacy skills of children.

CHDV 1642: Social, Emotional and Moral Development Experiences
3.00 credits (3.00 lec)
This course provides an overview of social, emotional, and moral learning experiences in home- and center-based settings. Students will integrate knowledge of child development, learning environments, and teaching methods to promote children's emotional development, moral development, self-concept, self-esteem, social skills, diversity awareness, social studies, altruism, and moral responsibility.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052.

CHDV 1644: Creative Development Experiences
3.00 credits (3.00 lec)
This course provides an overview of creative/aesthetic learning experiences in home- and center-based settings. Students will integrate knowledge of child development, learning environments, and teaching methods to promote children's artistic, musical, movement, and dramatic abilities.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052.

CHDV 1650: Peaceful Classroom
3.00 credits (3.00 lec)
This course provides an overview of the effects of violence on the development and behavior of young children. Students will explore elements to be incorporated into a peaceful classroom and identify behavioral intervention. They also address challenging behaviors and create activities and materials to foster peacemaking skills in children.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052.

CHDV 1652: Sensory Motor Development Experiences
3.00 credits (3.00 lec)
This course provides an overview of sensory-motor learning experiences in either home- or center-based settings. Students will integrate knowledge of child development, learning environments, and teaching methods to promote children's sensory, fine motor, gross motor, perceptual-motor, and self-care skill development.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052.

CHDV 1654: Cognitive Development and Technology Experiences
3.00 credits (3.00 lec)
This course provides an overview of cognitive and multimedia learning experiences in home- and center-based settings. Students will integrate knowledge of child development, learning environments, and teaching methods to promote children's curiosity, attention, perception, memory, problem-solving, logical thinking, and media literacy.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052.

CHDV 1656: Culturally Relevant/Antibias Education
3.00 credits (3.00 lec)
This course provides an overview of culturally relevant and antibias education in early childhood settings. Students will examine the major approaches to culturally relevant/antibias education, evaluate and make teaching materials, plan and implement culturally relevant/antibias learning experiences, and plan culturally relevant/antibias curriculum. This course is also taught online.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052.

CHDV 1744: School-Age Activities
4.00 credits (4.00 lec)
This course provides students with an overview of activiites for school-age childen in out-of-school-time settings, integrating their understanding of developmentally effective approaches to teaching and learning by designing, implementing, and evaluating activities that promote positive development of the whole child.

CHDV 1749: Topics in Parenting
1.00 credit
Prerequisites: *Placement into READ 1300 or completion of READ 0200 or ESOL 0052.*

CHDV 1775: Supporting Reading Skills in School-Age Children
1.00 credit (1.00 lec)
This course provides an overview of the developmental progression of reading skills in young children. Students will have the opportunity to explore strategies and materials that may be used by paraprofessionals to support and extend the reading skills of children in a public school setting.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052.

CHDV 1777: Supporting Writing Skills in School-Age Children
1.00 credit (1.00 lec)
This course provides an overview of the developmental progression of writing skills in young children. Students will have the opportunity to explore strategies and materials that may be used by paraprofessionals to support and extend the writing skills of children in a public school setting.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052.

CHDV 1779: Supporting Math Skills in School-Age Children

1.00 credit (1.00 lec)

This course provides an overview of the developmental progression of math skills in young children. Students will have the opportunity to explore strategies and materials that may be used by paraprofessionals to support and extend the math skills of children in a public school setting.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052.

CHDV 2444: School-Age Program Planning

3.00 credits (3.00 lec)

This course examines the curriculum of quality school-age and out-of-school-time programs. Students will explore many forms of program planning and will develop the tools they need to organize and evaluate yearly, seasonal, monthly, and long-term activity plans.

CHDV 2500: Professional Leadership

3.00 credits (3.00 lec)

This course prepares students to take an active/advocate role in the child-development profession by examining the history, current trends, and future of childcare and early childhood education.

Prerequisites: Child Development Diploma or instructor approval.

CHDV 2545: Curriculum Planning

3.00 credits (3.00 lec)

This course provides an advanced level exploration of curriculum planning for teachers of young children. Emphasis is on organizing, implementing, and evaluating a quality, comprehensive, integrated, and inclusive early childhood program.

Prerequisites: Child Development Diploma or instructor approval.

CHDV 2600: Practicum 2

3.00 credits (3.00 int)

This course provides an opportunity to apply knowledge and skill in an early childhood setting. Students will implement a variety of learning experiences that are developmentally appropriate for, and culturally sensitive to, a specific age and group of children. Each week, students will spend nine hours in an early childhood classroom.

Prerequisites: Child Development Diploma or instructor approval.

CHDV 2998: Directed Study

Prerequisites: One course in CHDV and instructor approval.

Chinese

CHIN 1000: Beginning Chinese 1

5.00 credits (5.00 lec)

This course is a comprehensive introduction to Mandarin Chinese. Students will learn the pronunciation system, character writing and basic skills in listening, speaking, reading and writing; master standard pronunciation, the four tones, basic grammatical patterns, and vocabulary that is highly relevant to a beginning Chinese learner; lay a firm foundation for their future study of Chinese and be able to function in a Chinese-speaking environment. Students will accomplish these goals not only with the language skills, but also with Chinese cultural awareness.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

CHIN 1100: Beginning Chinese 2

5.00 credits (5.00 lec)

This course is a continuation of Chinese 1000. Students will further develop standard pronunciation, the four tones, basic grammatical patterns and practical vocabulary; have a better and deeper understanding of the language and the culture; be able to recognize and write about 600 Chinese characters, write short essays, and have conversations with native Chinese speakers about yourself, your family, and other everyday topics; and be ready for intermediate study in Chinese.

Prerequisites: CHIN 1000; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

Cinema Courses

CIPR 1101: Cinema Production 1

3.00 credits (2.00 lec/1.00 lab)

This course provides a working introduction to the aesthetic and technical aspects of cinema production. Using 16mm film and digital media, students will design, shoot and edit several short projects. They will be introduced to the role of computers in the digital, nonlinear, postproduction environment.

Prerequisites: Admission to the Cinema Division; READ 0200 or ESOL 0052 or placement into READ 1300; ENGL 0900 or ESOL 0051 or placement into ENGL 1110; MATH 0060 or placement into MATH 0070; demonstration of computer literacy skills.

CIPR 1102: Cinema Production 2
3.00 credits (2.00 lec/1.00 lab)
This course examines narrative structure and conventions in cinematic storytelling. Students will learn advanced production methods, postproduction techniques, basic motion graphics and the elements of both visual structure and sound design. Students must work collaboratively as well as individually throughout the semester.
Prerequisites: CIPR 1101; READ 0200 or ESOL 0052 or placement into READ 1300; ENGL 0900 or ESOL 0051 or placement into ENGL 1110; MATH 0060 or placement into MATH 0070; demonstration of computer literacy skills.

CIPR 1103: Sound for Image
3.00 credits (2.00 lec/1.00 lab)
This course introduces students to sound as it relates to the moving image. They will learn the fundamental nature of sound, basics of location and studio recording; and general principles involved in creating, manipulating, and mixing audio tracks. Students will complete individual exercises in the sound suites, culminating in the creation, recording and final mix-down of an original sound track.
Prerequisites: CIPR 1101; READ 0200 or ESOL 0052 or placement into READ 1300; ENGL 0900 or ESOL 0051 or placement into ENGL 1110; MATH 0060 or placement into MATH 0070; demonstration of computer literacy skills.

CIST 1101: Cinema History 1
3.00 credits (2.00 lec/1.00 lab)
This course introduces students to the history, theory, and criticism of cinema from its origins in the silent era through the sound era of classical Hollywood, German expressionism, Russian montage, and French poetic realism. They will examine cinema as a unique art in the context of other arts and the American and European social milieux. Students will also interpret films in terms of their historical positions, national origins and aesthetics.
Prerequisites: SCRN 1101; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051; placement into MATH 0700 or completion of MATH 0060; demonstration of computer literacy skills.

CIST 1102: Cinema History 2
3.00 credits (2.00 lec/1.00 lab)
This course is a study of the history of film language and style. Students will begin with the transition from the classical studio system to American film noir, Italian neorealism, French new wave, new German cinema, international co-production, and the contemporary American independents. They will also focus on analysis and interpretation of films which are representative of evolving national traditions of cinema, with recognition of their divergent cultural milieux.
Prerequisites: SCRN 1101; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051; placement into MATH 0700 or completion of MATH 0060; demonstration of computer literacy skills.

CIST 1103: World Cinema History
3.00 credits (2.00 lec/1.00 lab)
This course explores classic and contemporary films created by the most influential filmmakers throughout the world. These films will allow students to examine the cross-pollination between traditional Hollywood cinema and various international film movements. To better understand how film shapes our perceptions of other cultures, students will analyze the social, cultural and political dynamics involved in making and viewing these films.
Prerequisites: SCRN 1101; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051; placement into MATH 0700 or completion of MATH 0060; demonstration of computer literacy skills.

CIST 1104: Documentary History
3.00 credits (2.00 lec/1.00 lab)
This course explores the history, theory, and practices of documentary film and video, tracking the genre from the actuality films of the early 1900s through the present-day resurgence in documentary film and video. Students will examine what constitutes a documentary, analyzing the fundamental aesthetic tools of documentary filmmaking (camera, sound, structure, and interviewing,) as well as the role of technology in the current democratization of the genre.
Prerequisites: SCRN 1101; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051; placement into MATH 0700 or completion of MATH 0060; demonstration of computer literacy skills.

CIST 1105: Topics in Cinema History
3.00 credits (2.00 lec/1.00 lab)
This course provides an opportunity to study in depth a variety of cinema topics. Possible topics include studies of directors, genres, and national cinemas as well as different cinematic perspectives (gender, race, ethnicity, history, literature, theatre, art and music).
Prerequisites: SCRN 1101; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051; placement into MATH 0700 or completion of MATH 0060; demonstration of computer literacy skills.

CINE 2103: Camera and Lighting

4 credits (3 lec/1 lab) *Initial offering Fall 2009*
This course provides an in-depth study of advanced camera and lighting systems used in cinema production. Using these technologies, students will become adept in the art and craft of cinematography through exercises and camera tests involving lighting setups, lens choices, camera movement, special effects and other tools of the industry. They will learn the choices and decisions the cinematographer must make in service to the production.
Prerequisites: CIPR 1102; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051; placement into MATH 0700 or completion of MATH 0060; demonstration of computer literacy skills.
Co-requisite: CINE 2104.

CINE 2104: Cinematography 1

4 credits (3 lec/1 lab) *Initial offering Fall 2009*
This course explores the cinematographer's role in a motion picture production. Students will study and practice the relationship with the director and other members of the crew through the production of a short film. You will also learn other aspects of working with a crew including the roles of assistant camera and gaffer.
Prerequisites: CIPR 1102; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051; placement into MATH 0700 or completion of MATH 0060; demonstration of computer literacy skills.
Corequisite: CINE 2103.

CINE 2105: Cinematography 2

4 credits (3 lec/1 lab) *Initial offering Fall 2009*
This course applies the aesthetic and technical knowledge introduced in CINE 2104 toward a complete production in collaboration with a director. Students will implement advanced style and production techniques to the course projects, producing a professional Cinematographer's Reel as a capstone project.
Prerequisites: CINE 2104; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051; placement into MATH 0700 or completion of MATH 0060; MATH 0060 or placement into MATH 0070; demonstration of computer literacy skills.

CINE 2107: Internship

3 credits (1 int/2 lab) *Initial offering Fall 2009*
This course provides an opportunity to work in a production facility or on a set. Students' internship placement will reflect your personal aesthetics in cinematography. Students must obtain their internship coordinator's approval in advance of internship. Placement is limited to program students.
Prerequisites: CIPR 1102; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051; placement into MATH 0700 or completion of MATH 0060; demonstration of computer literacy skills.

CINE 2998: Directed Study

Initial offering Fall 2009
Prerequisites: One course in CINE; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051; placement into MATH 0700 or completion of MATH 0060; demonstration of computer literacy skills.

DREC 2103: Producing Independent Cinema

4.00 credits (3.00 lec/1.00 lab) *Initial offering Fall 2009*
This course introduces students to business practices as they apply to the video, film, sound and music industries. Securing rights and copyrights, royalties, music and sound industries, financing, grant writing and budgeting will be covered. Students will create film and video proposals, business structures, small business operations and perform basic accounting. They will also master operations such as preproduction and prepping, scheduling, production, postproduction, scoring and mixing, and get an introduction to the business of marketing, distribution, job interviews and employment possibilities.
Prerequisite: CIPR 1102.

DREC 2104: Directing 1

4.00 credits (3.00 lec/1.00 lab) *Initial offering Fall 2009*
This course introduces students to directing for the camera based on the production foundation created in the first two semesters. Students will learn the central aspect of the director's craft—cinematic staging—where acting, camera work, and editing intersect; and they will supervise cast and crew efforts and lead them toward a common objective—a work of unified vision and expression. Scene studies, screenings, discussions, readings and collaborative production assignments (with Screenwriting, Cinematography and Editing students as well as actors), will provide an understanding of the director's role in narrative fiction work.
Prerequisites: CIPR 1102, CIPR 1103, CIST 1102, SCRN 1102

DREC 2105: Directing 2

4.00 credits (3.00 lec/1.00 lab) *Initial offering Fall 2009*
Directing 2 is the final production course for Directing majors in the Cinema Division. Students will plan, produce, and direct projects based on previously learned aesthetic and technical knowledge. They will collaborate with Screenwriting, Cinematography and Editing students on all projects.
Prerequisite: DREC 2104.

DREC 2106: Documentary Production

4.00 credits (3.00 lec/1.00 lab) *Initial offering Fall 2009*
This course focuses exclusively on producing documentary work. Students will research, produce and edit short documentary exercises during the semester learning to distinguish the documentary genre from other forms of nonfiction audio-visual expression. They will turn complex social issues and subjects into compelling documentary stories through screenings, readings, lectures, research, discussions and collaborative work.
Prerequisite: CIPR 1102.

DREC 2107: Internship
3.00 credits (3.00 int)
The internship provides second-year program students with an opportunity to work in a professional film or video production facility. Internship placement will be supervised by the program internship coordinator and will reflect the individual student's personal direction in filmmaking. Students will produce a final report at the end of the internship. On-site internship supervisor's approval must be obtained n advance of enrollment. NOTE: The internship is available only to degree students.
Prerequisites: DREC 2104.

DREC 2998: Directed Study
Prerequisite: Completion of a DREC course.

EDIT 2103: Postproduction
4.00 credits (3.00 lec/1.00 lab) *Initial offering Fall 2009*
This course introduces the basic aspects of film and video postproduction. Students will complete the final steps of their edited film or video project and prepare it for distribution. Through this process they will learn how to work effectively with a film director and conceive a professional workflow for a specific project. Students will also take a field trip to a postproduction house to acquire knowledge of state-of-the-art services available in the community.
Completed first-year core curriculum Cinema Production Certificate.
Prerequisite: CIPR 1102.
Corequisite: EDIT 2104.

EDIT 2104: Editing 1
4.00 credits (3.00 lec/1.00 lab) *Initial offering Fall 2009*
This Course introduces the basics of the technical and aesthetic aspects of editing motion pictures. You will learn professional editing software such as Final Cut Pro software, the process and language of editing, the Editor/Director relationship and you will complete several edited projects. Completed first-year core curriculum Cinema Production Certificate.
Prerequisites: CIPR 1102 and SCRN 1101.
Corequisite: EDIT 2103.

EDIT 2105: Editing 2
4.00 credits (3.00 lec/1.00 lab) *Initial offering Fall 2009*
This course explores advanced editing technical and aesthetic issues introduced in EDIT 2104. Students will analyze the work of a diverse group of master film editors; learn strategic approaches to different types of editing and compositing. They will complete several advanced editing projects and create an editor's reel. Completed first-year core curriculum Cinema Production Certificate.
Prerequisites: EDIT 2103, EDIT 2104.

EDIT 2107: Internship Lab
3.00 credits (1.00 int/2.00 lab) *Initial offering Fall 2009*
This internship provides second-year editing students with an opportunity to work in the industry. During the internship, students will work with local and national film and video organizations and postproduction houses. Internships are only available to degree students.
Prerequisites: Completed first year core curriculum Cinema Production Certificate and EDIT 2104.

EDIT 2998: Directed Study
Prerequisite: Completing first year core curriculum Cinema Production Certificate.

SCRN 1101: Introduction to Cinematic Storytelling
3.00 credits (3.00 lec)
This course provides an introduction to the basic elements of fictional cinematic storytelling with an emphasis on the techniques and craft that distinguish screenwriting from other forms of writing. Students will complete a series of specific scripted scenes using the master scene screenwriting format and implementing such elements as character, mood and rhythm.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051; placement into MATH 0070 or completion of MATH 0060; demonstration of computer literacy skills. An application for entrance is required to register into the Cinema division.

SCRN 1102: Writing the Short Fiction Screenplay
3.00 credits (2.00 lec/1.00 lab)
Drawing heavily on the basics learned in Screenwriting 1101, this class will examine advanced storytelling techniques and the specific art of dialogue writing. Each student is expected to develop, draft and rewrite a short fiction script.
Prerequisites: SCRN 1101; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051; placement into MATH 0070 or completion of MATH 0060; demonstration of computer literacy skills.

SCRN 2103: Script Analysis and Structure
4.00 credits (3.00 lec/1.00 lab) *(Formerly SCRN 2530)*
This class will focus mainly on mastering the dramatic structure through a combination of lectures, scene rewritings from specific movies, a thorough analysis of professional screenplays and a precise evaluation/comparison of the movies based on those same screenplays. Students are expected to analyze two complete professional scripts and rewrite several scenes from produced features.
Prerequisites: SCRN 1102; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051; placement into MATH 0070 or completion of MATH 0060; demonstration of computer literacy skills.
Corequisite: SCRN 2104.

SCRN 2104: Writing Nonfiction Scripts

4.00 credits (3.00 lec/1.00 lab) *(Formerly SCRN 2540)*
This class focuses on learning the other non-narrative forms and structures of screenwriting: documentary, television, industrial, corporate, educational, training, animation, commercials, news, and the alternative markets. Students are expected to develop and complete several short nonfiction scripts.
Prerequisites: SCRN 1102; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051; placement into MATH 0070 or completion of MATH 0060; demonstration of computer literacy skills.
Corequisite: SCRN 2103.

SCRN 2105: Writing the Narrative Feature

4.00 credits (3.00 lec/1.00 lab) *Initial offering Spring 2009*
Drawing heavily on the acquired screenwriting techniques and craft, this class introduces students who have successfully completed all the Screenwriting sequences to the dramatic feature-length screenplay. Students are expected to develop and draft feature-length narrative scripts. This class may be repeated.
Prerequisites: SCRN 2103; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051; placement into MATH 0070 or completion of MATH 0060; demonstration of computer literacy skills.
Corequisite: SCRN 2560.

SCRN 2106: Screenwriting Practicum

4.00 credits (3.00 lec/1.00 lab) *Initial offering Spring 2009*
This course focuses on three major activities: exploring the fundamental principles and the legal aspects of the business as they relate to the screenwriting profession; analyzing the feature scripts developed in SCRN 2105 and their structure; and learning how to orally pitch a feature idea or a script to professionals. Using concepts from classical and contemporary dramatic structures, students will learn how to write, rehearse and pitch their scripts to professionals from New York or Los Angeles.
Prerequisites: SCRN 2103 and SCRN 2104.
Corequisite: SCRN 2105.

SCRN 2107: Internship Lab

3.00 credits (1.00 int/2.00 lab) *Initial offering Fall 2010*
This internship connects students with local organizations such as The Minnesota Film and Television Board, The Independent Feature Project, Minnesota, The Screenwriters Workshop, the McKnight Foundation and other local cinema organizations. Students will participate for one semester in the industry as Reader/Story Analyst, write professional coverages for original scripts and get the unique chance to participate in the production of local and national cinema projects filmed in town. Internships are available only to second-year degree students and may be repeated.
Prerequisites: SCRN 2103 and SCRN 2104.

SCRN 2550: Writing the Narrative Feature

4.00 credits (3.00 lec/1.00 lab)
Drawing heavily on the acquired screenwriting techniques and craft, this class introduces students who have successfully completed all the Screenwirting sequences to the dramatic feature-length screenplay. Each student is expected to develop and draft a feature-length narrative script. This class may be repeated.
Prerequisites: SCRN 2530; READ 0200 or ESOL 0052 or placement into READ 1300; ENGL 0900 or ESOL 0051 or placement into ENGL 1110; MATH 0060 or placement into MATH 0070; demonstration of computer literacy skills.
Corequisite: SCRN 2560.

SCRN 2560: Screenwriting Practicum

2.00 credits (1.00 lec/1.00 lab)
This class is designed for students who have successfully completed all the Screenwriting sequences and are enrolled in SCRN 2550. The practicum focuses on two main activities: analyzing, on a weekly basis, the scripts developed in SCRN 2550 and their structure; and learning how to orally present a feature idea, critiqued and evaluated by the teacher and the class. Using concepts from classical and contemporary narrative structure, students will learn how to pitch their scripts to gain a greater understanding of the screenwriting techniques. A pitch presentation to professionals from New York or Los Angeles is required for all students. This practicum may be repeated.
Prerequisites: SCRN 2103; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051; placement into MATH 0070 or completion of MATH 0060; demonstration of computer literacy skills.
Corequisite: SCRN 2105.

SCRN 2570: Internship Lab

3.00 credits (1.00 int/2.00 lab)
This internship provides second-year Screenwriting students with an opportunity to work in the industry as reader/story analysts. Internships are primarily coordinated with The Minnesota Film and Television Board, The Independent Feature Project/Minneapolis/St. Paul, The Screenwriters Workshop and other local and national film and video organizations. Internships are available only to degree students. This internship may be repeated.
Prerequisite: SCRN 2103.

SCRN 2998: Directed Study

Prerequisites: placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051; placement into MATH 0070 or completion of MATH 0060; demonstration of computer literacy skills. An application for entrance is required to register into the Cinema division.

Community Health Worker

CMHW 1000: The Community Health Role: Advocacy and Outreach
3.00 credits (2.00 lec/1.00 int)
This course focuses on the role of the community health workers' personal safety, self-care, personal wellness, and the promotion of health and/or disease prevention of clients. Course includes classroom and internship field work.
Prerequisites: Placement into READ 0200 or ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052 and ESOL 0033 or equivalent.

CMHW 1015: Organizations and Resources: Community and Personal Strategies
2.00 credits (1.00 lec/1.00 int)
The course focuses on the community health worker's knowledge of the community and the ability to prioritize and organize work. Emphasis is on the use and critical analysis of resources and problem-solving.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052 and ESOL 0033 or equivalent.
Corequisite: CMHW 1000.

CMHW 1025: Community Health Worker's Role in Teaching and Capacity-Building
2.00 credits (2.00 lec)
This course focuses on the community health worker's role in teaching and increasing capacity of the community and of the client. Emphasis is on establishing healthly lifestyles and clients developing agreements to take responsibility for achieving their health goals. Students will learn and practice methods for planning, developing and implementing plans with clients to promote wellness.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052 and ESOL 0033 or equivalent.
Corequisite: CMHW 1000.

CMHW 1035: The Community Health Worker: Legal and Ethical Responsibilities
1.00 credit (1.00 lec)
This course focuses on the legal and ethical dimensions of the community health worker's role. Students will study the boundaries of the community health worker position, agency policies, confidentiality, liability, mandatory reporting, and cultural issues that can influence legal and ethical responsibilities.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052 and ESOL 0033 or equivalent.
Corequisite: CMHW 1000.

CMHW 1045: Community Health Worker: Coordination, Documentation and Reporting
1.00 credit (1.00 lec)
This course focuses on the importance and ability of the community health worker to gather, document and report on client visits and other activities. The emphasis is on appropriate, accurate and clear documentation with consideration of legal and agency requirements.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052 and ESOL 0033 or equivalent.
Corequisite: CMHW 1000.

CMHW 1055: Communications Skills and Culutural Competence
2.00 credits (2.00 lec)
This course provides the content and skills in communication to assist community health workers in effectively interacting with a variety of clients, their families, and a range of healthcare providers. Students will learn about communicating verbally and nonverbally, listening and interviewing, networking, building trust, and working in teams. They will practice communication skills in the context of a community's culture and the cultural implications that can affect client communication.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052 and ESOL 0033 or equivalent.
Corequisite: CMHW 1000.

Computer Literacy

COML 1000: Computer Literacy Basics
1.00 credit (1.00 lab)
This course is intended for those students with keyboarding skills but with little or no computer experience. It covers basic computer topics that are essential for the use of computers in all fields of study. Topics covered include: basic computer hardware, applications software, and systems software terminology; operating system basics; word-processing basics; and communications and email.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

COML 1100: Computer Literacy Basics with Keyboarding

2.00 credits (1.00 lec/1.00 lab)

This course is intended for those students with little or no computer experience or keyboarding skills. It covers basic computer topics essential for the use of computers in all fields of study, as well as efficient keyboarding for the successful college student. Topics covered include alphabetic and numeric keyboards for use in basic formatting; basic computer hardware; applications software and systems software technology; operating systems basics; word-processing basics; and communications and email.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

Computer Science

CSCI 1050: Designing Web Pages

3.00 credits (3.00 lec)

In this course, students will learn the basics of webpage design and how to publish webpages on the Internet. Students are introduced to Hyper Text Markup Language (HTML), and learn how to design webpages using an HTML editor program. They will learn and use FrontPage 2003 to create a functional website and learn to upload content using a file-transfer program.

Prerequisites: An introduction to the Internet class or workshop, OR experience with Windows or Mac operating systems AND experience using a Web browser such as Netscape or Microsoft Explorer; placement into READ 1300 or completion of READ 0200 or ESOL 0052.

CSCI 1100: Introduction to Computers

3.00 credits (3.00 lec)

This course is designed to provide a basic understanding of computer concepts and applications to show how computers are used in the home, business and organizations. Computer topics covered include essential concepts of computers, the Internet, software basics, multimedia, computer files and storage, computer architecture, ethics, and current trends. Students will use email and the Internet and gain hands-on experience using computer applications for word processing, spreadsheets, file organization, databases, and presentation graphics in the Microsoft Windows environment using Word, Excel, Access, and PowerPoint.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060; keyboarding experience recommended.

CSCI 1200: Computer Application in Home and Business

3.00 credits (3.00 lec)

Students will work with Microsoft Windows and Office software (Word, Excel, Access and PowerPoint), as well as the Internet and World Wide Web to solve realistic personal, school- and business-related problems. Other software may be introduced as time permits.

Prerequisites: CSCI 1100 or equivalent, placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060; keyboarding experience recommended.

CSCI 1500: Introduction to Programming and Problem-Solving

3.00 credits (3.00 lec)

This is an introductory computer course for students interested in programming but who have no programming experience. The course emphasis is on the use of problem-solving techniques to develop computer program solutions to simple programming problems. Topics include number systems; information representation in memory; programming languages and development environments; problem-solving, program design, and pseudocode; loops and decisions, functions, arrays, structures, and recursion. Students will write programs using one or more programming languages (such as C++ or Java).

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 1110 or completion of MATH 0080.

CSCI 1700: Introduction to Computer Programming in Java

3.00 credits (3.00 lec)

This course is intended for students who are interested in learning about a modern object-oriented programming language. The course will introduce object-oriented programming concepts using Java. Topics covered will include: introduction to Java applets and applications, software development in Java, control structures, methods, arrays, object-oriented programming, strings and characters, graphics, and GUI components.

Prerequisites: MATH 1110 or MATH 1125; introductory programming experience; placement into READ 1300 or completion of READ 0200 or ESOL 0052.

CSCI 1730: Introduction to Object-Oriented Programming With C++

4.00 credits (4.00 lec)

This course presents an introduction to object-oriented programming using C++. Topics covered will include loops, decisions, structures, functions, objects and classes, arrays, operator overloading, inheritance, pointers, polymorphism, streams, and files. In addition, the course teaches the problem-solving skills required to design programming solutions in C++.

Prerequisites: MATH 1110 or MATH 1125; introductory programming experience; placement into READ 1300 or completion of READ 0200 or ESOL 0052.

CSCI 1901: Structure of Computer Programming 1
4.00 credits (4.00 lec)
This is an entry-level course for students planning to pursue a four-year degree in computer science. The course emphasizes problem-solving techniques for writing computer programs. The programming language Scheme will be used to solve problems, but this is not a language course. Topics covered will include: expressions, procedures, recursion and iteration, procedures as arguments and as returned values, procedures using lambda, introduction to data abstraction, hierarchical data, symbolic data, multiple representations for abstract data, assignment and local state, the environment model of evaluation, modeling with mutable list structure and queues, and streams.
Prerequisites: MATH 1110 or MATH 1125 and introductory programming experience.

CSCI 1902: Structure of Computer Programming 2
4.00 credits (4.00 lec)
This is a follow-up course to CSCI 1901 and is intended for students planning to pursue a four-year degree in computer science. The course uses an object-oriented language, such as C++ or Java, to cover additional data structures and algorithms. Students will implement data structures and their operations as abstract data types using an object-oriented approach. Topics to be covered in this course include: data abstraction through classes, introduction to data structures, stacks, queues, linked lists, sorting, and searching.
Prerequisites: CSCI 1700 or CSCI 1730 or CSCI 1901.

CSCI 2011: Discrete Mathematics
4.00 credits (4.00 lec)
This course is intended to give students studying computer science the mathematical foundation they will need for their future studies. However, it may be taken by students in a wide variety of majors, including mathematics and engineering. Topics covered will include logic, sets, functions, sequences, complexity of algorithms, number theory, matrices, methods of proof, mathematical induction, recursive algorithms, counting methods, discrete probability, relations, graphs, and tree fundamentals.
Fulfills MnTC Goal Area 4.
Prerequisites: MATH 1110 or MATH 1125.

CSCI 2998: Directed Study
Prerequisites: One course in CSCI; placement into READ 1300 or completion of READ 0200 or ESOL 0052 and department approval.

Construction Electricity

CNEL 1000: Introductory Electric Circuits
2.00 credits (1.00 lec/1.00 lab)
This course will instruct students in understanding basic D.C. electrical circuit theory, reading electrical circuit diagrams, applying Ohm's Law, and using electrical measuring devices.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0080 or completion of MATH 0070; placement into ESOL 0041 or completion of ESOL 0031.

CNEL 1010: Semiconductor Circuits
2.00 credits (1.00 lec/1.00 lab)
This course covers basic theory, operation, and practical applications of various diodes and transistors.
Prerequisites: CNEL 1000; HVAC 1050; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0080 or completion of MATH 0070; placement into ESOL 0041 or completion of ESOL 0031.

CNEL 1025: Introduction to Electric Motors
2.00 credits (1.00 lec/1.00 lab)
This course will instruct students in basic theory, operation, application, maintenance, identification, and repair of electrical motors used in commercial and residential applications. Hermetic compressors will be covered at length, as well as starting components and troubleshooting techniques.
Corequisites: CNEL 1000.

CNEL 1050: A.C. Circuit Analysis
3.00 credits (2.00 lec/1.00 lab)
This course will acquaint students with the concepts of alternating current. This will include sine wave characteristics, vector analysis, capacitive circuits and inductive circuits.
Prerequisites: CNEL 1000; HVAC 1050; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0080 or completion of MATH 0070; placement into ESOL 0041 or completion of ESOL 0031.
Corequisite: CNEL 1050.

CNEL 1100: Single-Phase Transformer Principles
1.00 credit (1.00 lab)
This course will acquaint students with elementary transformer principles in single-phase circuits.
Prerequisites: CNEL 1000; HVAC 1050; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0080 or completion of MATH 0070; placement into ESOL 0041 or completion of ESOL 0031.
Corequisite: CNEL 1050.

CNEL 1150: Introductory Motor Controls

2.00 credits (1.00 lec/1.00 lab)

This course covers interpretation of elementary diagrams and various control components.

Prerequisites: CNEL 1000, HVAC 1050; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0080 or completion of MATH 0070; placement into ESOL 0041 or completion of ESOL 0031.

Corequisites: CNEL 1050, HVAC 1250 and HVAC 1300.

CNEL 2000: Residential Wiring

4.00 credits (2.00 lec/2.00 lab)

This course covers basic wiring techniques and how to draw and use wiring diagrams that are used in residential applications.

Prerequisites: CNEL 1010, CNEL 1050, CNEL 1100, CNEL 1150; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0080 or completion of MATH 0070; placement into ESOL 0041 or completion of ESOL 0031.

Corequisite: CNEL 2250.

CNEL 2050: Blueprint Reading

2.00 credits (2.00 lec)

This course covers the construction and design of residential and commercial buildings, plans, symbols, and specifications specific to the electrical industry.

Prerequisites: CNEL 2000, CNEL 2150, CNEL 2200, CNEL 2250, CNEL 2300, CNEL 2450; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0080 or completion of MATH 0070; placement into ESOL 0041 or completion of ESOL 0031.

CNEL 2150: Three-Phase Systems and Transformers

2.00 credits (1.00 lec/1.00 lab)

This course covers three-phase theory. Students will also learn single-phase and three-phase transformer connections for power distribution.

Prerequisites: CNEL 1010, CNEL 1050, CNEL 1100, CNEL 1150; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0080 or completion of MATH 0070; placement into ESOL 0041 or completion of ESOL 0031.

Corequisite: CNEL 2250.

CNEL 2200: Electrical Raceway Installation

2.00 credits (1.00 lec/1.00 lab)

This course covers cutting, bending, treading and installation of various types of electrical raceway.

Prerequisites: CNEL 1050, CNEL 1100, CNEL 1150; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0080 or completion of MATH 0070; placement into ESOL 0041 or completion of ESOL 0031.

Corequisite: CNEL 2250.

CNEL 2250: National Electrical Code 1

2.00 credits (2.00 lec)

This course covers the regulations for installing various types of wiring materials such as nonmetallic sheathed cable, armored cable, electrical metallic tubing, and rigid metal conduit. Students will also become familiar with requirements for general electrical installations, branch circuit requirements, and grounded conductor parameters.

Prerequisites: CNEL 1010, CNEL 1050, CNEL 1100, CNEL 1150; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0080 or completion of MATH 0070; placement into ESOL 0041 or completion of ESOL 0031.

CNEL 2300: Electrical Rotating Machinery

2.00 credits (1.00 lec/1.00 lab)

This course covers the construction, operation, installation, and maintenance of D.C. and A.C. generators and motors.

Prerequisites: CNEL 2150; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0080 or completion of MATH 0070; placement into ESOL 0041 or completion of ESOL 0031.

CNEL 2400: Feeder and Service Installation

2.00 credits (1.00 lec/1.00 lab)

This course covers the techniques and fittings to install large feeders and electric services. Students will also learn the requirements of the National Electrical Code Book for the installation of feeders and services.

Prerequisites: CNEL 2000, CNEL 2150, CNEL 2200, CNEL 2250, CNEL 2300, CNEL 2450; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0080 or completion of MATH 0070; placement into ESOL 0041 or completion of ESOL 0031.

CNEL 2450: Advanced Motor Controls

3.00 credits (2.00 lec/1.00 lab)

This course covers the use of more complex timing circuits, counting circuits, photo control circuits and circuits with other high-tech pilot devices. Students will also study Article 430 of the National Electrical Code Book (N.E.C.) to learn the various sections of motor circuits and perform calculations pertaining to motor circuits.

Prerequisites: CNEL 1010, CNEL 1050, CNEL 1100, CNEL 1150; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0080 or completion of MATH 0070; placement into ESOL 0041 or completion of ESOL 0031.

CNEL 2500: N.E.C. Calculations

2.00 credits (2.00 lec)

This course covers the various calculations required throughout the *National Electrical Code Book*.

Prerequisites: CNEL 2000, CNEL 2150, CNEL 2200, CNEL 2250, CNEL 2300, CNEL 2450; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0080 or completion of MATH 0070; placement into ESOL 0041 or completion of ESOL 0031.

CNEL 2550: National Electrical Code 2
2.00 credits (2.00 lec)
This course introduces complex electrical equipment and its installation requirements. Students will cover grounding, hazardous locations, lighting fixtures, appliance circuits, air conditioning circuits, electric heating, special occupancies and special equipment.
Prerequisites: CNEL 1000, CNEL 2150, CNEL 2200, CNEL 2250, CNEL 2300, CNEL 2450; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0080 or completion of MATH 0070; placement into ESOL 0041 or completion of ESOL 0031.

CNEL 2600: Commercial Wiring
3.00 credits (1.00 lec/2.00 lab)
This course covers the complete installation of various types of raceways and wiring methods found in commercial and industrial occupancies.
Prerequisites: CNEL 2000, CNEL 2150, CNEL 2200, CNEL 2250, CNEL 2300, CNEL 2450; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0080 or completion of MATH 0070; placement into ESOL 0041 or completion of ESOL 0031.
Corequisite: CNEL 2650.

CNEL 2650: Programmable Controls
2.00 credits (1.00 lec/1.00 lab)
This course covers the theory, operation, installation, hardware, software and practical application of the programmable logic controller.
Prerequisites: CNEL 2150, CNEL 2250, CNEL 2300, CNEL 2450; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0080 or completion of MATH 0070; placement into ESOL 0041 or completion of ESOL 0031.

CNEL 2700: Trade and Industry Relations
1.00 credit (1.00 lec)
This course profiles the framework for obtaining and maintaining healthy relationships within the work and social structure of the electrical industry.
Prerequisites: CNEL 2000, CNEL 2150, CNEL 2200, CNEL 2250, CNEL 2300, 2450; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0080 or completion of MATH 0070; placement into ESOL 0041 or completion of ESOL 0031.

CNEL 2750: Digital Electronic Circuits
2.00 credits (1.00 lec/1.00 lab)
This course introduces integrated circuit technology. It covers integrated circuits for logic control, operational amplifiers, counting and timing circuits, and display decoders.
Prerequisites: CNEL 2000, CNEL 2150, CNEL 2200, CNEL 2250, CNEL 2300, CNEL 2450; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0080 or completion of MATH 0070; placement into ESOL 0041 or completion of ESOL 0031.

CNEL 2800: Electrical Circuit Design
1.00 credit (1.00 lec)
This course covers the various factors that affect the efficiency of an electrical distribution system.
Prerequisites: CNEL 2150; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0080 or completion of MATH 0070; placement into ESOL 0041 or completion of ESOL 0031.

CNEL 2998: Directed Study
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0080 or completion of MATH 0070; placement into ESOL 0041 or completion of ESOL 0031.

Culinary Arts

CULA 1100: Introduction to Food Service
3.00 credits (1.00 lec/2.00 lab)
This course introduces students to the food service industry, careers, culinary terms, use of weights and measures, and equipment. Basic cooking techniques, food preparation principles, spices, and knife identification and use are also covered.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

CULA 1104: Introduction to Pantry
2.00 credits (1.00 lec/1.00 lab)
This course introduces students to the proper techniques, procedures, and responsibilities for the preparation of foods, such as salads, salad dressings, sandwiches, and hors d'oeuvres. Sanitation, proper care and handling of ingredients, and the finished product are emphasized.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.
Prerequisite/Corequisite: CULA 1109.

CULA 1106: Introduction to Baking
3.00 credits (1.00 lec/2.00 lab)
This course covers baking terminology; the function of ingredients; proper mixing and baking methods; and texture and taste of the finished products, such as yeast breads, quick breads, pies, cakes, meringues, custards, puddings and cookies.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.
Prerequisite/Corequisite: CULA 1109.

CULA 1107: Purchasing, Receiving and Cost Control

3.00 credits (3.00 lec)

Students will learn the principles and practices of purchasing and receiving food, supplies and equipment, as well as the cost-control measures needed to successfully operate a profitable food operation.

Prerequisites: CULA 1109; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

CULA 1109: Food Service Sanitation

2.00 credits (2.00 lec)

This course develops an understanding of the principles of sanitation and safety necessary to maintain a safe and healthy environment for both the consumer and the employee in the food service industry. Laws and regulations related to food safety and sanitation in food service operations are also covered. Students who successfully complete this course will be SafeServe certified. SafeServe certification is required to progress to second-semester CULA coursework.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

CULA 1110: Food Service Nutrition

3.00 credits (2.00 lec/1.00 lab)

This course develops students' knowledge in the areas of sound nutritional practice, menu planning, and the application of nutritional trends and considerations. They will build upon the knowledge obtained through menu writing, menu preparation and applying culinary techniques.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

CULA 1151: Introduction to Table Service

2.00 credits (2.00 lab)

This course introduces serving techniques and dining room operation in a casual-dining restaurant through classroom and laboratory experiences.

Prerequisites: CULA 1100, CULA 1104, CULA 1106, CULA 1109; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

Corequisites: CULA 1152, CULA 1153, CULA 1154 and CULA 1156.

CULA 1152: Casual Dining Food Production 1—Cold Food

3.00 credits (3.00 lab)

This course develops production skills at assigned cold-food work stations within a kitchen. The type of menu items prepared are those served in a casual-dining restaurant. Students will plan, prepare, and serve menu items including salads, appetizers, desserts, fruit, dough/batter products, and beverages. They will follow and perform sanitation and cleanup procedures, operate and maintain equipment, and serve the meals prepared.

Prerequisites: CULA 1100, CULA 1104, CULA 1106, CULA 1109; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

Corequisites: CULA 1151, CULA 1153, CULA 1154 and CULA 1156.

CULA 1153: Casual Dining Food Production 2—Hot Food

3.00 credits (3.00 lab)

This course develops production skills at assigned hot-food work stations within a kitchen. The type of menu items prepared are those served in a casual-dining restaurant, emphasizing cuisines from different countries. Students will plan, prepare, and serve menu items including entrees, soups, vegetables, starches, and sauces. They will follow and perform sanitation and cleanup procedures, operate and maintain equipment, and serve the meals prepared.

Prerequisites: CULA 1100, CULA 1104, CULA 1106, CULA 1109; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

Corequisites: CULA 1151, CULA 1152, CULA 1154 and CULA 1156.

CULA 1154: Basic Meat, Fish, and Poultry Principles

2.00 credits (2.00 lec)

This course introduces students to the various cuts and grades of meats, poultry, game, fish and shellfish.

Prerequisites: CULA 1100, CULA 1104, CULA 1106, CULA 1109; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

Corequisites: CULA 1151, CULA 1152, CULA 1153 and CULA 1156.

CULA 1156: Menu Design

1.00 credit (1.00 lec)

Menu development techniques, cost factors, style of menu and menu pricing are covered in this course.

Prerequisites: CULA 1100, CULA 1104, CULA 1106; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

Corequisites: CULA 1151, CULA 1152, CULA 1153 and CULA 1154.

CULA 2101: Advanced Pantry Production
3.00 credits (1.00 lec/2.00 lab)
This course introduces students to salad and appetizer preparation for a fine-dining establishment.
Prerequisites: CULA 1100, CULA 1104, CULA 1106, CULA 1109; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.
Corequisites: CULA 2102, CULA 2103, CULA 2104.

CULA 2102: Ala Carte Food Preparation
3.00 credits (1.00 lec/2.00 lab)
This course develops students' advanced knowledge of ala carte entree preparation, vegetables, starches and soups.
Prerequisites: CULA 1100, CULA 1104, CULA 1106, CULA 1109; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.
Corequisites: CULA 2101, CULA 2103 and CULA 2104.

CULA 2103: Advanced Pastry and Baking
3.00 credits (1.00 lec/2.00 lab)
This course covers baking terminology, the function of ingredients, proper mixing and baking methods, and texture and taste of the finished baked products that are served in a fine dining establishment.
Prerequisites: CULA 1100, CULA 1104, CULA 1106, CULA 1109; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.
Corequisites: CULA 2101, CULA 2102 and CULA 2104.

CULA 2104: Advanced Dining Room Service
3.00 credits (1.00 lec/2.00 lab)
This course covers advanced serving techniques (including wine and table-side service) and dining room operation in a fine-dining food service establishment through classroom and laboratory experiences.
Prerequisites: CULA 1100, CULA 1104, CULA 1106, CULA 1109, CULA 1106; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.
Corequisites: CULA 2101, CULA 2102 and CULA 2103.

CULA 2501: Supervisory/Management
2.00 credits (2.00 lec)
This course prepares students for the transition from employee to supervisor by development of effective skills in human relations and personnel management.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

CULA 2502: Garde Manger
3.00 credits (1.00 lec/2.00 lab)
Garde Manger decorating such as ice sculpture, and fruit- and vegetable-carving, are introduced in this course. Food arrangement is also covered.
Prerequisites: CULA 1100, CULA 1104, CULA 1106, CULA 1109; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.
Corequisites: CULA 2503 and CULA 2504.

CULA 2503: Pastry Arts
3.00 credits (1.00 lec/2.00 lab)
This course covers decorating procedures for specialty and tier-style cakes, pastillage, specialty sugar work, and working with chocolate. Advanced knowledge, skill, and practical training in the specialty arts are emphasized.
Prerequisites: CULA 1100, CULA 1104, CULA 1106, CULA 1109; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.
Corequisites: CULA 2502 and CULA 2504.

CULA 2504: Buffet, Banquet and Catering Methods
3.00 credits (2.00 lec/1.00 lab)
This course teaches the skills and methods and provides the opportunity to plan and prepare a buffet, banquet or catered event. Students will complete a portfolio that involves planning a catered event. Their project will consist of a culinary experience that will involve using production, supervision, nutrition, sanitation and food costing skills learned in the various principle courses.
Prerequisites: CULA 1100, CULA 1104, CULA 1106, CULA 1109; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.
Corequisites: CULA 2502 and CULA 2503.

CULA 2998: Directed Study
Prerequisites: One course in CULA; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

Dental Assistant

DNTA 1000: Introduction to the Dental Field
2.00 credits (2.00 lec)
This course provides an introduction to professional opportunities within the dental field. Students will focus on dental history, terminology, the roles and responsibilities of each dental health team member, and the Minnesota Dental Practice Act. The course will build upon competencies achieved in the Healthcare Core Curriculum.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; HCCC 1010, HCCC 1020, HCCC 1030, HCCC 1040, HCCC 1050, HCCC 1060 and HCCC 1100.

DNTA 1015: Customer Service Skills for the Dental Office
3.00 credits (3.00 lec)
This introductory course provides skills to work in a supportive role in a dental office. Students will focus on reception skills, clerical applications, business office equipment, and the commonly used scheduling methods used in the dental office setting. This will include computerized software and standard types of processes used in current dental practices to effectively schedule and communicate with patients. Students will build upon competencies achieved in the Healthcare Core Curriculum and apply them specifically to the dental office.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; HCCC 1010, HCCC 1020, HCCC 1030, HCCC 1040, HCCC 1050, HCCC 1060, and HCCC 1100.
Corequisite: DNTA 1000.

DNTA 1025: Clinical Support for the Dental Office
2.00 credits (2.00 lec)
This course provides the skills needed to safely support other clinical personnel. Students will focus on charting techniques, disease transmission, infection control and health/safety issues in dentistry. They will participate in a lab setting to simulate patient interactions and master the skills required to be an effective member of the dental health team. The course will build upon competencies achieved in the Healthcare Core Curriculum.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; HCCC 1010, HCCC 1020, HCCC 1030, HCCC 1040, HCCC 1050, HCCC 1060 and HCCC 1100.
Corequisite: DNTA 1000.

DNTA 1035: Dental Office Support Skills Lab
2.00 credits (2.00 lab)
This course provides the opportunity to use and practice skills learned in DNTA 1000, DNTA 1015 and DNTA 1025. Students will identify and observe various employment opportunities available in dental office and participate in laboratory sessions on-campus and at dental clinics in the community. Students must pass DNTA 1000, DNTA 1015, and DNTA 1025 prior to attending the community-based learning. Must be taken pass/fail.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; HCCC 1010, HCCC 1020, HCCC 1030, HCCC 1040, HCCC 1050, HCCC 1060 and HCCC 1100.
Corequisites: DNTA 1000, DNTA 1015 and DNTA 1025.

DNTA 1101: Introduction to Dental Assisting
3.00 credits (3.00 lec)
This course introduces students to the dental profession and to dental assisting, as well as provides knowledge of legal terms, ethical standards, and legal issues as they relate to dentistry. The course will focus on program requirements, dental terminology, dental history, roles and responsibilities of each member of the dental team, dental office procedures and communications, levels of supervision, dental ethics and legal issues, and the Minnesota Dental Practice Act.
Prerequisites: Acceptance into the Dental Assistant program; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

DNTA 1110: Dental Science
3.00 credits (3.00 lec)
This course is a basic introduction to anatomy, physiology, embryology, and pathology, with an emphasis on the head, neck, and oral cavity. The course will focus on the human body systems, specific tissues, structures, and landmarks of the head, neck and oral cavity, to include the primary and permanent dentition.
Prerequisites: Acceptance into the Dental Assistant program; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

DNTA 1115: Dental Anatomy
1.00 credits (1.00 lec)
This course is a basic introduction to the anatomy, physiology, embryology, histology and pathology of the oral cavity. Students will focus on the tissues and structures of the oral cavity, and on the primary and permanent dentition.
Prerequisites: Acceptance into the Dental Assistant program; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

DNTA 1120: Preclinical Dental Assisting
1.00 credits (1.00 lec)
This course will provide basic scientific concepts related to the causes of disease, its spread and methods for control. Students will focus on disease transmission: protection of the patient and dental personnel through the use of Universal Precautions Centers for Disease Control (CDC) Standards and Occupational Safety and Health Administration (OSHA) Standards.
Prerequisites: Acceptance into the Dental Assistant program; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

DNTA 1130: Chairside Dental Assisting 1
3.00 credits (2.00 lec/1.00 lab)
This course will provide knowledge in patient management, chairside assisting and the concepts of four-handed dentistry. Students will focus on medical/dental histories, vital signs, medical and dental emergencies, drug classifications, and commonly used drugs in dentitry. They will have the opportunity to demonstrate the appropriate armamentarium for dental procedures, seating positions, instrument transfer and operator setup for full utilization of a chairside assistant.
Prerequisites: Acceptance into the Dental Assistant program; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.
Corequisites: DNTA 1101 and DNTA 1120 or approval from the program director.

DNTA 1140: Chairside Dental Assisting 2
2.00 credits (2.00 lec)
This course provides students with the knowledge of restorative dentistry and the dental specialties that assist and provide supportive functions specific to each area. This course will focus on terminology, armamentarium, procedures and the clinical aspect of each dental specialty.
Prerequisites: Acceptance into the Dental Assistant program; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

DNTA 1170: Clinical Externship 1
3.00 credits (3.00 int)
This course provides students with the opportunity to develop skills learned in the classroom through practical application. The course will focus on assisting in a dental office and participating as a member of the dental health team. Must be taken pass/fail.
Prerequisites: Acceptance into the Dental Assistant program; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

DNTA 1201: Introduction to Expanded Functions
2.00 credits (1.50 lec/0.50 lab)
This course will introduce students to expanded functions legal in Minnesota for a registered dental assistant to perform. The course will focus on program requirements, and review of anatomy and physiology, dental specialties, dental materials, pharmacology, and microbiology/ infection control. This course will also identify the levels of supervision, dental ethics and legal issues as they relate to the Minnesota Dental Practice Act.
Prerequisites: Acceptance into the Expanded Functions Dental Assistant program; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

DNTA 1210: Dental Materials
3.00 credits (1.00 lec/2.00 lab)
This course provides the background knowledge, functions and manipulative skills in dental materials. The course will focus on commonly used dental materials, their purpose, properties, manipulation, placement, care, hazards and storage.
Prerequisites: Acceptance into the Dental Assistant program; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

DNTA 1250: Radiology 1
3.00 credits (2.00 lec/1.00 lab)
This course introduces students to oral radiology, as well as the preclinical application of radiographic techniques. This course will focus on key landmarks, principles of radiation, radiation health and safety, radiographic techniques using both the parallel and bisecting angle techniques, mounting radiographs, and radiograph evaluation. Students will begin their practice on skulls.
Prerequisites: DNTA 1101, DNTA 1110, DNTA 1120 and DNTA 1130. Required of students enrolled in the diploma program only.
Corequisites: DNTA 1201 or approval from the program director, is required of students enrolled in the certificate program only.

DNTA 1260: Dental Assistant Expanded Functions 1
4.00 credits (1.00 lec/3.00 lab)
This course is part of the advanced functions legal in Minnesota for a Registered Dental Assistant to perform. The course will focus on delineation of duties, knowledge, and opportunity to perform orthodontic, periodontal, oral, and maxillofacial surgery expanded duties, as well as on the preclinical and clinical skills in rubber dam, excess cement and bond removal, and taking an alginate impression to include a bite registration.
Prerequisites: DNTA 1101, DNTA 1110, DNTA 1120, DNTA 1130, DNTA 1210 and CPR or acceptance into the Expanded Functions Dental Assistant program or approval from the program director.

DNTA 1274: Clinical Externship 2
4.00 credits (4.00 lec)
This course is a continuation of Clinical Externship 1, and will provide students with the opportunity to continue developing skills initiated in the classroom and previous dental office experience, through practical application. The course will focus on assisting in a dental office and participating as a member of the dental health team. Must be taken pass/fail.
Corequisites: DNTA 1210; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

DNTA 1350: Radiology 2
3.00 credits (1.00 lec/2.00 lab)
This course is a continuation of Radiology 1, and provides students with an opportunity to develop skills in exposing, processing, and evaluating radiographs. This course will focus on the preclinical and clinical application of radiographic techniques. Students will practice exposing radiographs on patients.
Prerequisite: DNTA 1250.

DNTA 1360: Dental Assistant Expanded Functions 2
4.00 credits (2.00 lec/2.00 lab)
This course continues with the advanced functions legal in Minnesota for a Registered Dental Assistant to perform. The course will focus on nutrition as it relates to oral health; oral hygiene instruction; mechanical polishing of the clinical crowns; application of fluoride; preclinical and clinical skills in the induction of nitrous oxide-oxygen inhalation analgesia and the application of pit-and-fissure sealants.
Prerequisites: DNTA 1260 or approval from the program director.

DNTA 2998: Directed Study
Prerequisites: One course in DNTA or approval from the program director; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

Economics

ECON 1000: Consumer Economics
3.00 credits (3.00 lec)
This course examines the role of the consumer in the U.S. economy and the basic process of decision-making in relation to spending on the major consumer items. The course will also examine the role of industry, government and protective agencies in relation to the consumer. Topics covered will include: budgeting, credit, food, clothing, housing, transportation, taxes, advertising, fraud, protective agencies and current problems.
Fulfills MnTC Goal Areas 5 and 9.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

ECON 2000: Principles of Macroeconomics
3.00 credits (3.00 lec)
In this course, economic problems are examined by focusing on national income, employment, inflation, the banking system, monetary and fiscal policy, international trade and growth.
Fulfills MnTC Goal Areas 5 and 8.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

ECON 2200: Principles of Microeconomics
3.00 credits (3.00 lec)
The economic problem is examined by focusing on demand, supply, prices, elasticity, the firm and its costs, market structure, and government.
Fulfills MnTC Goal Areas 5 and 8.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

ECON 2500: Contemporary Economic Problems
3.00 credits (3.00 lec)
This course examines contemporary economic problems within alternative basic economic frameworks and within their international context. Problems introduced include unemployment, inflation, environment, poverty, debts, agriculture, military spending, plant closings and the economic future. Several of the problems are examined in depth.
Fulfills MnTC Goal Areas 5 and 8.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

ECON 2998: Directed Study
Prerequisite: One course in ECON.

Education

EDUC 1000: Careers in Education, Child and Youth Development
3.00 credits (3.00 lec)
This course introduces students to career opportunities for working with children and youth in a variety of settings. The course also examines education and training requirements, licensing regulations, and characteristics of quality programs and settings. Students will complete career exploration activities in a variety of settings.

EDUC 1150: Mentoring the Urban Student

2.00 credits (2.00 lec)

This course offers students an opportunity to enrich a young person's life through mentoring. Through collaboration with Big Brothers Big Sisters, they will be matched with a 6- to 13-year-old attending the Interdistrict Downtown School (IDDS). Students will meet with him or her at IDDS for an hour each week at a prearranged time based on their schedules. In addition, weekly course lectures and discussion occur online. Students will examine the role of a mentor, the mentoring process, the urban context, developmental assets, bridging differences, boundaries and limit-setting, and issues that offer come up in mentoring urban children and youth. No experience with children is necessary. Students will need to complete a thorough application process through Big Brothers Big Sisters prior to the first week of class.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

EDUC 1170: Tutoring the Urban Student

3.00 credits (1.00 lec/2.00 lab)

This course examines best practices for tutoring urban youth in elementary, middle and secondary school settings. Students will participate in intensive tutor training and tutor K–12 children. In order to complete this course, students must be able to work as a tutor five hours per week throughout the semester. All students enrolled in this course will need to complete an application process, requiring background check, prior to the first week of class in order to work in the public school system.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

EDUC 1215: Child, Youth Growth and Development

3.00 credits (3.00 lec)

This course presents an overview of typical and atypical child and youth development across cultures from birth through age 18. Students will examine all developmental domains, including the physical, social, emotional, cognitive, language, gender, and cultural development, as well as identify strategies to enhance and support the development of children and youth.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052.

EDUC 1235: Guidance Strategies for Children and Youth

3.00 credits (3.00 lec)

This course provides an overview of the physical and social environments that promote learning and development for children and youth. Students will examine their own beliefs about appropriate guidance, and they will explore basic guidance strategies for individual and group situations. Emphasis is on preventive measures and positive guidance strategies, including recognition, communication, limit-setting, problem-solving, consequences, community building, peer mediation, and behavior modification. Students observe guidance strategies being used in childcare programs, classrooms, and recreational settings.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052.

EDUC 1500: Introduction to Urban Education and Learners.

3.00 credits (2.00 lec/1 lab)

This course prepares students for work in Urban schools, recreational settings, and birth-school age educational settings—both formal and informal—by examining the broader urban context. They will examine their own socializations, position themselves as a future urban educator/youth professional and begin to explore urban learners' worlds through community-based action research. Students will also be introduced to foundations of education, legal aspects, cultural competency theories and practices, qualities of urban learners, communities and environment, and civic engagement. Upon completion, students will be able to make more informed decisions about their pathway into child development, education, or recreation as fields of study and potential careers.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

EDUC 1900: Public Work in Urban Schools and Community Sites

3.00 credits (2.00 lec/1 lab)

Using Public Achievement as a teacher development initiative, students will act on their self-interests and participate on teams to create public work that is nonviolent and contributes to the common good. Working with faculty coaches, students learn the 12 core concepts of Public Achievement and apply them to urban education settings. They will develop collaborative and democratic working skills (Teacher-as-Citizen and Teacher-as-Leader models), both in academic and small-group settings. They will read about democratic pedagogical and community-organizing theories and practices.

Prerequisite: EDUC 1500 or coordinator's approval.

EDUC 2200: Introduction to Language and Language Teaching for ESOL Educators

3.00 credits (3.00 lec)

This course is designed for paraprofessionals and tutors working with ESL populations and introduces basic concepts of language, language acquisition, and language teaching. Students will learn and be able to explain how knowledge of these concepts improves their ability to tutor and teach English. They will also apply these concepts to real-life instructional situations. (This course is not for teaching licensure.) This course can be taken concurrently with EDUC 2300.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

EDUC 2250: Introduction to Special Education—Inclusion Strategies for Children and Youth

3.00 credits (3.00 lec)

This course will provide an overview of physical, social, cognitive, and behavioral challenges which affect children and youth with disabilities. Students will become familiar with legal aspects and key legislation, as well as familial and communal contexts, for this population. They will also design, modify, apply, and evaluate adaptive strategies in real-world settings.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

Prerequisites/Corequisites: EDUC 1215 and EDUC 1235.

EDUC 2300: Introduction to English for ESOL Educators

3.00 credits (3.00 lec)

This course is designed for unlicensed educators (such as paraprofessionals and tutors) working with ESL populations and reviews the grammatical structure and sound system of English as required for work with English language learners. Students will identify the grammatical structures and aspects of pronunciation in English that cause problems for English language learners. They will also develop strategies and techniques for teaching and tutoring problematic English grammatical structures and aspects of pronunciation. This course can be taken concurrently with EDUC 1200 or EDUC 1400.

Prerequisities: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

EDUC 2400: Methods and Materials for ESOL Educators

4.00 credits (4.00 lec)

This course is designed for unlicensed educators (such as paraprofessionals and tutors) and introduces methods and matierals for teaching and tutoring ESOL reading, writing, listening, speaking/pronunciation, and grammar. Students will develop, implement, and revise ESOL lesson plans with special emphasis on working with small groups and individualized tutoring. They will also learn how to use embedded technology. By the end of the course, students will have an e-folio project that captures and demonstrates the best methods/materials developed during their studies.

EDUC 2600: Public Achievement Coaching—Field Experience

3.00 credits (2.00 lec/1 lab)

Using Public Achievement as a teacher development initiative, students will coach young people in public work teams, leading (or co-leading) a team of urban students through the students' Public Achievement experiences. Working with coach coordinators, students will regularly participate in precoaching meetings as well as self- and group-reflective de-briefing meetings. Coaching sites vary from semester to semester, but they are always off-campus.

Prerequisite: EDUC 1900; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

EDUC 2900: Teacher's Experience in Urban Schools

3.00 credits (2.00 lec/1 lab)

This course continues the professional development of urban teaching candidates both by having students critically reflect on their academic and life experiences and by having them refine their electronic portfolios for public viewing. Course work expands and deepens their understanding of urban school settings, learners and politics.

Prerequisites: EDUC 2600; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051..

Corequisite: ENGL 1111.

EDUC 2998: Directed Study

Prerequisites: One course in EDUC and instructor's approval.

Electroneurodiagnostic Technology

ENDT 1000: Foundations of Electroneurodiagnostic Technology

5.00 credits (3.00 lec/2.00 lab)

This course covers the history and evolution of electroneurodiagnostic (END) technology, the scope of practice for electroneurodiagnostic technologists, and ethical considerations in healthcare. Students will learn patient hook-up, history-taking, and reviewing normal and abnormal recordings. They will learn the principles of electricity necessary for END with emphasis on signal amplification and filtration, characteristics of waveforms, and recognition of artifacts, as well as appropriate patient interactions and medical documentation. Students' role of neurodiagnostic technologist as a member of the healthcare team is introduced.

Prerequisite: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051; placement into MATH 0080 or completion of MATH 0070.

Corequisites: ENDT 1400, BIOL 1127, BIOL 1128 or BIOL 2224.

ENDT 1100: Clinical Neurology for the ENDT Role

4.00 credits (4.00 lec)

This course will provide students with the basic understanding of nervous system anatomy and physiology as they apply the neurological history, exam, and diagnostic tools to the study of neurological disorders. The course will highlight major clinical neurological conditions and electroencephalograms (EEG) correlates across the lifespan.

Prerequisite: Successful completion of ENDT 1000, ENDT 1400 with a grade of "C" or higher.

Corequisites: ENDT 1200 and ENDT 1400.

ENDT 1200: Clinical 1

2.00 credits (2.00 Int)

In this introductory course, students will prepare patients for EEG monitoring in the clinical setting. Emphasis will be placed on patient care and safety in the setting of an EEG laboratory, as well as preparation, initiation and completion of routine EEG testing in patients across the lifespan. Must be taken pass/fail.

Prerequisites: Successful completion of semester courses with a grade of "C" or higher.

Corequisite: ENDT 1100.

ENDT 1300: Clinical 2

4.00 credits (4.00 Int)

In this clinical course, students will apply previously learned theoretical concepts and skills in EEGs while providing care to patients across the lifespan who are undergoing EEG testing. Students will become more independent in data attainment and pattern recognition in the clinical setting and will provide EEG testing to patients with a range of neurological conditions, including simple to complex medical diagnoses. This course will provide an introduction to Nerve Conduction Velocity. Must be taken pass/fail.

Prerequisite: Successful completion of ENDT 1100, ENDT 1200 and ENDT 1500 courses with a grade of "C" or higher.

Corequisite: PSYC 1110.

ENDT 1400: Role of the Electroneurodiagnostic Technologist

2.00 credits (2.00 lec)

In this course, students will broaden and deepen their knowledge of the END technologist's role through introduction to ethical considerations in the medical field and examining multicultural considerations. They will focus on patient confidentiality and be introduced to skills that are needed to use electronic medical records.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051; placement into MATH 0080 or completion of MATH 0070.

Corequisites: ENDT 1000, BIOL 1127, BIOL 1128 or BIOL 2224.

ENDT 1500: Instrumentation

4.00 credits (2.00 lec/2.00 lab)

In this course, students will continue to learn the principles of electricity necessary for END, with emphasis on signal amplification and filtration, characteristics of waveforms, and recognition of artifacts. They will focus on the preparation of recording equipment and patient for END, including calibrations, the use of ancillary equipment and the application of electrodes and other monitors.

Prerequisite: Successful completion of ENDT 1000, ENDT 1400 with a grade of "C" or higher.

Corequisites: ENDT 1100 and ENDT 1200.

ENDT 2100: Evoked Potentials

4.00 credits (2.00 lec/2.00 lab)

This course provides students with a basic understanding of evoked potentials (EPs) and how they are used in neurodiagnostic medicine. They will learn EP instrumentation, recording methods, troubleshooting and waveforms with clinical correlations. Patient safety is emphasized.

Prerequisite: Successful completion of ENDT 1300.

Corequisites: ENDT 2200, ENDT 2300.

Corequisites/Prerequisites: PSYC 2240, SPCH 1012.

ENDT 2200: Nerve Conduction Studies

3.00 credits (2.00 lec/1.00 lab)

This course provides students with a basic understanding of Electromyograms (EMGs) and Nerve Conduction Velocities (NCVs) and how they are used in neurodiagnostic medicine. They will study instrumentation, recording methods and waveforms with clinical correlations, emphasizing the safety of the patient. In the lab, students will learn the basics of nerve and muscle stimulation and recording, using surface electrodes.

Prerequisite: Successful completion of ENDT 1300.

Corequisites: ENDT 2100, ENDT 2300.

ENDT 2300: Clinical 3

2.00 credits (2.00 Int)

Students will receive experiences in a variety of patient care settings that will allow them to perform EEGs, evoked potentials and NCV recordings under the direct supervision of facility staff. They will apply ENDT 2100 and ENDT 2200 theoretical content to meet the clinical objectives. Must be taken pass/fail.

Prerequisites: Successful completion of the ENDT 1300.

Corequisites: ENDT 2100 and ENDT 2200.

ENDT 2400: Intraoperative Monitoring

5.00 credits (3.00 lec/2.00 lab)

In this course, students will learn the technologist's role in the OR, methods of recording, factors affecting waveform resolution, actions of different pharmacologics, surgical outcomes and trouble shooting. This course will emphasize patient safety and stress infection control, electrical safety, hazards, and patient rights and confidentiality.

Prerequisite: Successful completion of ENDT 2100, ENDT 2200 and ENDT 2300 with a grade of "C" or higher.

Corequisites: ENDT 2500 and ENDT 2600.

ENDT 2500: Clinical 4

4.00 credits (4.00 Int)

In this clinically based course, students will further develop skills in the role of neurodiagnostic technologist. Off-campus practicum experiences at area neurodiagnostic centers will provide an environment that fosters professional role development and clinical problem-solving skills. The emphasis is on production of high-quality recordings, performed as a member of the operating room team. Must be taken pass/fail.

Prerequisites: Successful completion of ENDT 2100, ENDT 2200 with a grade of "C" or higher, and a "pass" grade in ENDT 2300.

Corequisites: ENDT 2400 and ENDT 2600.

ENDT 2600: Synthesis Clinical

4.00 credits (4.00 Int)

This course provides END technology students with a capstone experience in the neurodiagnostic healthcare industry. The course competencies include performance of comprehensive EEGs, EMGs, EPs and IOM in area neurodiagnostic centers. Students may choose to focus on a particular patient population or modality as an area of interest with instructor permission. Must be taken pass/fail.

Prerequisites: Successful completion of ENDT 2100, ENDT 2200 with a grade of "C" or higher, and a "pass" grade in ENDT 2300.

Corequisites: ENDT 2400 and ENDT 2500.

Electronic Publishing and Web Design

EPUB 1150: Pro Seminar: Web Publishing

1.00 credit (1.00 lec)

Professionals will present a series of lectures based on their areas of expertise within the Web publishing and design field. This course will combine experts from several companies to share insight, as well as to critique and show samples relevant to Web specializations.

Prerequisites: GRPH 1130; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

EPUB 1415: Type in Media

3.00 credits (2.00 lec/1.00 lab)

This course focuses on application of type for screen format in areas of Web design, video, television, multimedia and presentation programs wherein type is integrated with other motion visuals. The course also covers selection and application of type for impact, emotion, texture, or relevance based on strategy.

Prerequisites: GRPH 1101, GRPH 2110; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060; or instructor approval.

EPUB 1416: Web Layout and Design

3.00 credits (1.00 lec/2.00 lab)

Students will apply design principles and layout fundamentals to communicate solutions to various demographics. They will design with concern for Web dynamics such as format, browser, font and platform issues, as well as consider user-end monitor size and page control while adapting navigational strategies for optimal user engagement.

Prerequisites: GRPH 1130; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060; or for MPRO majors only, MPRO 1111.

EPUB 1423: Web Graphics

3.00 credits (2.00 lec/1.00 lab)

This course covers the principles of creating graphics for the Web using Adobe Photoshop and Illustrator. Course topics include: creating low-memory graphics and file formats, and creating special effects. Recommendations for graphic size, color, and contrast, as well as how to create GIF animations and clickable image maps will also de discussed.

Prerequisites: GRPH 1130, GRPH 2110; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

EPUB 1611: HTML/XHTML Authoring 1

3.00 credits (2.00 lec/1.00 lab)

Students will develop a basic understanding of HTML/XHTML, Cascading Style Sheets Level 1, Javascript and CGIs by authoring webpages and completing a website. Current Web tools and design issues will be surveyed. Objective will be to produce clean and fast HTML/XHTML pages built and verified to World Wide Web Consortium standards. Instruction will include online readings and tutorials.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

Prerequisite/Corequisite: GRPH 1130.

EPUB 1622: HTML/XHTML Authoring 2

3.00 credits (1.00 lec/2.00 lab)

A follow-up to Authoring 1, this course will introduce students to cutting-edge issues concerning HTML and related technologies. XML, XHTML, site accessibility, and CSS2 will be covered. JavaScript is revisited. Web design for alternative devices (wireless, webtv, aural browsers) will be discussed. Students will author and troubleshoot webpages and complete at least one website.

Prerequisites: EPUB 1611; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

EPUB 1711: Web Tools—Dreamweaver

3.00 credits (1.00 lec/2.00 lab)

Web helper programs have become a very popular method for initiating webpages in industry. Students will visually design and manage a professional-quality website without any HTML programming. They will learn basic steps for using a Web helper program, exploring its features and potential, building and previewing webpages.

Prerequisites: GRPH 1130; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060 or instructor approval; or for MPRO majors only, MPRO 1111.

EPUB 1811: Web Animation—Flash/Image Ready

3.00 credits (2.00 lec/1.00 lab)

This class will generate animations to apply to Web layouts. Students will script concepts and produce solutions using drawings and photographs, as well as special effects and sound for animation, and roll-over sequences. Popular Web animation programs will be utilized with consideration for file size, management, saving formats and browser types.

Prerequisites: GRPH 1130, GRPH 2110; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060 or instructor approval.

EPUB 1911: Scripting Overview

3.00 credits (2.00 lec/1.00 lab)

This course is an overview of client-side solution technologies for enhancing the user experience on the World Wide Web. JavaScript, Java, and DHTML will be covered along with current industry trends and standards. Students will be introduced to basic programming concepts and write scripts in several languages.

Prerequisites: GRPH 1130; EPUB 1611 or instructor approval; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

EPUB 2011: Java Scripting

3.00 credits (2.00 lec/1.00 lab)

JavaScript is the scripting language of the Internet and is used in millions of webpages to power rich, interactive content and increasingly powerful Web applications. In this advanced level course, students will learn the structure and syntax of JavaScript and will use the language to perform tasks such as validating form information, creating image rollovers and setting browser cookies. This course will also explore Dynamic HTML (DHTML) and the Document Object Model (DOM) for creating animations and integrating JavaScript with Cascading Style Sheets (CSS) and current Web development tools.

Prerequisites: GRPH 1130; EPUB 1611, EPUB 1911 or instructor approval.

EPUB 2111: Advanced Animation/Action Scripting

3.00 credits (2.00 lec/1.00 lab)

This advanced-level course is focused on Macromedia Flash's scripting language—ActionScript. Students will learn syntax conventions that make it similar to core JavaScript programming language, which will allow them to develop animation, navigation, and interactive elements to create games, forms, surveys, and real-time activity.

Prerequisites: EPUB 1811, or instructor approval; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

EPUB 2133: Adobe Illustrator: Advanced

2.00 credits (1.00 lec/1.00 lab)

This course covers the advanced capabilities of Adobe Illustrator, focusing on the advanced features of the pen tool; working with text, layers, and layering; hiding and locking objects; passing EPS files; and methods for simplifying graphics for improved postscript printing. Other topics include custom colors, fill and path patterns, gradient controls, filters, customizing Illustrator, integration with Photoshop, and basic object-oriented trapping.

Prerequisites: GRPH 1570; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060 or instructor approval.

EPUB 2233: Adobe Photoshop: Advanced

2.00 credits (1.00 lec/1.00 lab)

This course builds on the skills learned in Beginning and Intermediate Adobe Photoshop and concentrates on how to create graphics that will output correctly at the service bureau. By the end of this course, students will have a firm understanding of the integration of Photoshop with other desktop publishing software, printing issues, and advanced techniques using filters, channels and layers. This course also includes advanced exercises in working with Photoshop to manage color, to create backgrounds and textures for print, and to use FPO vs. live graphics.

Prerequisites: GRPH 2110; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060 or instructor approval.

EPUB 2333: QuarkXPress: Advanced

2.00 credits (1.00 lec/1.00 lab)

This course provides an overview of the advanced desktop publishing capabilities of QuarkXPress. Students will learn about advanced text formatting and editing, managing long documents, generating process color separations, trapping, and working with service bureaus to prepare color documents for printing.

Prerequisites: GRPH 1550, GRPH 1585; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060 or instructor approval.

EPUB 2622: Freelance Business

2.00 credits (1.00 lec/1.00 lab)
This course will introduce students to the business practices and procedures unique to freelancing, including fee structuring, retainers, commissions, royalties, copyrights, taxes, licenses, registration, bid processes, and self-promotion. Visits by professionals in the field, as well as discussion of career opportunities, networking, and professional organizations are also parts of this course.
Prerequisites: GRPH 1130 or instructor approval; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

EPUB 2644: Internship

2.00 credits (2.00 int)
The electronic publishing internship is an opportunity for supervised work experience that provides an important learning experience as well as a useful link to the job market. Students obtain an internship site that supports their special areas of interest and provides opportunities to interact with professionals in their working environment. The internship requires 120 hours of residency in a printing or publishing department, service bureau, desktop publishing firm, or related company approved by the internship coordinator.
Prerequisites: satisfactory completion of all 30 credits of GRPH/EPUB coursework, or instructor approval; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

EPUB 2998: Directed Study

Prerequisites: one course in EPUB, instructor approval; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

Engineering

ENGR 1105 Introduction to Problem-Solving in Science and Engineering

4.00 credits (3.00 lec/1.00 lab)
This course introduces problem-solving skills useful in various fields of science and engineering. Several different problem types and solution strategies taken from a variety of beginning science/engineering courses will be presented. Data collection and analysis skills will be introduced, along with their use in formulating models and theories. Selected real-world scientific and engineering problems will be discussed, along with the tradeoffs and implications of different solutions. Students will gain an understanding about various fields of science and engineering, helping them to evaluate these fields as career choices. This course requires access to a computer lab at least once weekly.
Prerequisites: Placement into MATH 0080 or completion of MATH 0070. Familiarity with Microsoft Windows and word processing.

ENGR 2210 Statics

3.00 credits (3.00 lec)
Topics in this course include force and moment vectors; resultants; principles of statics; applications to simple trusses, frames, and machines; distributed loads; hydrostatics; properties of areas; laws of friction; virtual work; and deformable body mechanics. This course is offered both on campus in the classroom and as a Web course.
Prerequisites: PHYS 1211 and MATH 1190.

ENGR 2220 Dynamics

3.00 credits (3.00 lec)
Topics in this course include review of particle dynamics; mechanical systems and the rigid-body model; kinematics and dynamics of planar and three-dimensional systems; and vibrations. This course is offered both on campus in the classroom and as a Web course.
Prerequisite: ENGR 2210.
Corequisite: MATH 2210.

ENGR 2230 Linear Circuit Analysis 1

4.00 credits (3.00 lec/1.00 lab)
Topics include physical principles underlying the modeling of circuit elements; two- and three-terminal resistive elements; Kirchoff laws; simple resistive circuits; linearity in circuits; storage elements; first-order circuits; sinusoidal excitation and phasors; and device models for diodes, BJTs and FETs. Lab is required.
Prerequisite: PHYS 1221.
Corequisite: MATH 2210.

ENGR 2231 Linear Circuit Analysis 2

4.00 credits (3.00 lec/1.00 lab)
Topics in this course include AC steady-state analysis, three-phase circuits, complex frequency and network functions, frequency response, transformers, Fourier Methods, Laplace Transforms, and computer circuit modeling. Lab is required.
Prerequisite: ENGR 2230.

ENGR 2998 Directed Study

Prerequisite: One course in ENGR.

English

ENGL 0900: Fundamentals of Written English

5.00 credits (5.00 lec)
This course will prepare students for college-level writing. They will write several essays and a reflective letter. Their essays will include their perspective on an issue and their analysis of other writers' ideas. Students will focus on learning the writing process so that they can generate ideas and organize them into essays; they will also review grammar and mechanics. A committee will evaluate two of each student's essays and their letters to decide whether they pass the class.
Must be taken pass/no credit.
Prerequisite: Placement into ENGL 0900 or completion of ESOL 0041.

ENGL 1108: Technical Writing

3.00 credits (3.00 lec)

This course focuses on analyzing and practicing workplace communications such as reports, proposals, instructions, letters, memos and email. A balance between learning the process and creating the product will help students understand the expectations and issues surrounding common and complex workplace writing.

Prerequisites: ENGL 0900 completion or equivalent placement.

ENGL 1110: College English 1

3.00 credits (3.00 lec)

This course gives students instruction and practice in writing essays for a variety of purposes and audiences. Students will receive instruction and help in developing ideas, thinking critically, organizing their writing, and revising and editing sentences. By approaching writing as a process involving prewriting, drafting, peer response, revising, and editing, students will be able to write more clearly, fully, and gracefully.

Fulfills MnTC Goal Area 1.

Prerequisites: Placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

ENGL 1111: College English 2

3.00 credits (3.00 lec)

This course teaches students how to write a research paper. Some sections have particular topics, such as "Race, Gender and Identity," and other sections allow students to choose their own topics, subject to the instructor's approval. All sections teach valuable research methods. Students will find, analyze, and synthesize information from inside and outside of the library, and write well-reasoned, detailed research papers with properly cited sources.

Fulfills MnTC Goal Area 1.

Prerequisite: ENGL 1110.

ENGL 1150: Literature and the Environment

3.00 credits (3.00 lec)

This course covers a wide range of writing about human experience and the environment such as essays, stories, journals, poems, music lyrics and plays. Students will read literature of the Americas written over several centuries that will focus on our changing and diverse human experience within the environment, as well as on our attitudes toward the physical world.

Fulfills MnTC Goal Areas 7 and 10.

Prerequisite: ENGL 1110.

ENGL 1151: Introduction to Literature: Short Story

3.00 credits (3.00 lec)

This course covers a variety of short stories from authors from around the world and explores the texts through critical analysis. Students will learn about the basic elements common to all short stories. They will also consider the cultural and national contexts of specific stories and identify significant details, patterns, and cultural values and assumptions. In developing critical responses, they will achieve a greater understanding of literature and themselves.

Fulfills MnTC Goal Areas 6 and 8.

Prerequisite: ENGL 1110.

ENGL 1152: Introduction to Literature: Novel

3.00 credits (3.00 lec)

This course covers the basic elements of the novel. Students will apply critical skills in discussing and writing about novels from various ethnic groups and communities from within the United States, possibly including Native American, European-American, Hispanic-American, Asian-American and African-American. Students will identify patterns, values and assumptions within the novels. By developing critical responses, they will increase their understanding of the novel as an art form, of the societies in which the novels arose and of themselves.

Fulfills MnTC Goal Areas 6 and 7.

Prerequisite: ENGL 1110.

ENGL 1153: Introduction to Literature: Poetry

3.00 credits (3.00 lec)

This course offers an analysis of various forms of poetry and their structures. Students will use critical-thinking procedures to work their way through the elements of poetry, as well as the contexts in which poetry is written. As a result of this course, they will appreciate and enjoy poetry more, while also developing their analytical skills. Students will examine a cross-section of poetic styles and eras and will read and think critically about poetry from a variety of culturally and ethnically diverse American writers.

Fulfills MnTC Goal Areas 6 and 7.

Prerequisite: ENGL 1110.

ENGL 1154: Introduction to Literature: Drama

3.00 credits (3.00 lec)

This course gives students the chance to read and go to plays. Students will learn the fundamentals of drama, such as comedy, tragedy, plot setting, character, staging and irony; go to local theaters to see how a play is actually staged; and discuss and write about plays to analyze what they have read and seen on stage.

Fulfills MnTC Goal Area 6.

Prerequisite: ENGL 1110.

ENGL 1156: Science Fiction and Fantasy

3.00 credits (3.00 lec)

This course reviews selected readings and films from the evolving genres of science fiction and fantasy. Students will learn how to analyze these texts from a variety of viewpoints: aesthetic, historical, feminist, psychoanalytical and ethical. They will examine the works as reflections of real contemporary issues in environmental, technological, cultural, economic and political spheres. Through discussions, writings and projects, students will connect the concerns raised in the works to their own society and its values.

Fulfills MnTC Goal Areas 6 and 9.

Prerequisite: ENGL 1110.

ENGL 1157: Cross-Cultural Literature

3.00 credits (3.00 lec)

This course surveys the cultural expressions, values and lifestyles of North America's many people, including minority and majority cultures. Students will read and think critically about American literature written by a variety of culturally diverse authors, including Native Americans, African-Americans, and other immigrant and cultural groups.

Fulfills MnTC Goal Areas 6 and 7.

Prerequisite: ENGL 1110.

ENGL 1158: Women's Literature

3.00 credits (3.00 lec)

This course explores a range of literature written in English by women. The course will focus on multiple literary genres: poetry, drama, long and short fiction, journals, essays, autobiography and memoir. Students will read the literature of women across the globe, as well as the diverse body of literature by American women, exploring themes of power, culture, class, ethnicity, and sexuality and will be introduced to feminist literary theory.

Fulfills MnTC Goal Areas 6 and 8.

Prerequisite: ENGL 1110.

ENGL 1159: African-American Literature

3.00 credits (3.00 lec)

This course explores the emergence and formal development of the African-American literary tradition from the 18th to the 21st century. Students will read texts closely and understand the structural relationships among them, examining diverse genres, which may include but are not limited to the following: slave narratives, novels, plays, poems, speeches, song lyrics and music, ranging from this field's earliest expressions to the present.

Fulfills MnTC Goal Areas 6 and 7.

Prerequisite: ENGL 1110.

ENGL 1160: Lesbian, Gay, Bisexual, Transgender, Queer Literature

3.00 credits (3.00 lec)

This course offers a definition and a survey of lesbian/gay/bisexual/transgender/queer (LGBTQ) literature from ancient times to the present. Students will read a wide range of literary and historical texts, with an emphasis on 20th-century poetry, fiction, creative nonfiction and drama, and they will engage in the questions that invigorate this evolving field. This course has a strong cross-cultural emphasis.

Fulfills MnTC Goal Areas 6 and 7.

Prerequisite: ENGL 1110.

ENGL 1161: Children's Literature

3.00 credits (3.00 lec)

This course introduces students to the wide range of children's literature. They will study the genres and history of children's literature, the critical responses to it, and the reasons for valuing this unique art form. The course addresses the interests of college students, educators and parents.

Fulfills MnTC Goal Areas 6 and 7.

Prerequisite: ENGL 1110.

ENGL 2212: Introduction to Creative Nonfiction Writing

3.00 credits (3.00 lec)

This course is an introduction to the varied genre of creative nonfiction: memoir, personal essay, cultural commentary, nature writing, political satire, etc. Students will practice creative self-expression and develop voice, style, and audience awareness. They will also learn the craft of effective writing by observing how published writers use various themes, styles and methods of development.

Fulfills MnTC Goal Area 6.

Prerequisite: ENGL 1110.

ENGL 2213: Introduction to Creative Writing

3.00 credits (3.00 lec)

This course covers practice in writing both poetry and fiction, with emphasis on development of individual style and form, as well as an analysis of professional works and devices. In addition to working on creative self-expression, students will develop the abilities, craft and discipline needed to produce quality writing that allows them to reach an audience: training their voices, developing a personal style, experimenting with structure, enhancing their descriptive skills, improving their command of language, and establishing techniques for revising. Students will study various types of poetry and fiction, and give and receive feedback online from peers and your instructor.

Fulfills MnTC Goal Area 6.

Prerequisite: ENGL 1110.

ENGL 2214: Introduction to Writing Poetry

3.00 credits (3.00 lec)

This course covers aspects of writing effective poetry. In addition to working on creative self-expression, students will develop the abilities, craft and discipline needed to produce quality poetry that allows them to reach an audience: training their poetic voices, developing a personal style, experimenting with structure, enhancing their descriptive skills, improving their command of language, and establishing techniques for revising. Students will study various types of poetry: lyric, narrative, free and formal verse, surreal and collage forms. They will give and receive feedback in student workshops.

Fulfills MnTC Goal Area 6.

Prerequisite: ENGL 1110.

ENGL 2215: Introduction to Writing Fiction

3.00 credits (3.00 lec)

This course covers various aspects of writing effective fiction. In addition to working on creative self-expression, students will develop the abilities, craft and discipline needed to produce quality fiction that allows them to reach an audience: training their voices, developing a personal style, experimenting with structure, enhancing their descriptive skills, improving their command of language, and establishing techniques for revising. Students will study various types of contemporary fiction: realism, surrealism, magical realism, experimental writing, children's stories and fairy tales. They will give and receive feedback in student workshops.

Fulfills MnTC Goal Area 6.

Prerequisite: ENGL 1110.

ENGL 2225: World Literature—Asia and the Middle East

3.00 credits (3.00 lec)

This course introduces students to the literature of Asia and the Middle East from ancient to modern times. Students will read, discuss, and write about short stories, novels, poems, and religious and philosophical literature from the Middle East, South Asia, Southeast Asia, and East Asia. Students will gain insight into the commonalities of human experience, as well as the diversity of human life and expression in Asia and the Middle East. They will come to understand how ethnic and cultural differences influence human expression.

Fulfills MnTC Goal Areas 6 and 8.

Prerequisite: ENGL 1110.

ENGL 2226: World Literature—Europe, Africa, Latin America

3.00 credits (3.00 lec)

This course introduces students to the literature of Europe, Africa and Latin America from ancient to modern times. You will read, discuss, and write about short stories, novels, poems, and religious and philosophical literature from Europe, Africa, and Latin America. You will gain insight into the commonalities of human experience as well as the diversity of human life and expression in those regions. You will come to understand how ethnic and cultural differences influence human expression.

Fulfills MnTC Goal Areas 6 and 8.

Prerequisite: ENGL 1110.

ENGL 2231: American Literature 1

3.00 credits (3.00 lec)

This course examines the literature of the Americas, concentrating on literature produced in the territory that became the United States from European conquest through the mid-19th century. Among the literature students read will be Native American works; writings of the European conquerors and colonists; African-American works; and early-to-middle-19th-century fiction, poetry, and prose.

Fulfills MnTC Goal Areas 6 and 7.

Prerequisite: ENGL 1110.

ENGL 2232: American Literature 2

3.00 credits (3.00 lec)

This course examines literature of the United States from after the Civil War through the present. Students will read and consider fiction, poetry, and prose that reflect the diverse social, cultural, and literary experiences of the inhabitants of the United States.

Fulfills MnTC Goal Areas 6 and 7.

Prerequisite: ENGL 1110.

ENGL 2251: British Literature 1

3.00 credits (3.00 lec)

This course covers selected English literature from the Anglo-Saxon period through the age of Johnson. In studying this period, students will be a witness to major foreign invasions of England and to the evolution of English language and literature, which are both products of interactions between the native populations and the outside world. Students will study literary works in their historical, social, and world contexts; engage these works from their own perspectives; and gain insight into British culture and how it is the result of ethnic and cultural influences within the British Isles, the European continent, and beyond.

Fulfills MnTC Goal Areas 6 and 8.

Prerequisite: ENGL 1110.

ENGL 2252: British Literature 2
3.00 credits (3.00 lec)
This course covers selected English literature from the Romantic period through the present. Students will come to understand these works in terms of historical, social and world contexts. They will also gain insight into British culture and how it is the result of ethnic and cultural influences within the British Isles, on the European continent, throughout the former British empire, and in the world beyond.
Fulfills MnTC Goal Areas 6 and 8.
Prerequisite: ENGL 1110.

ENGL 2998: Directed Study
Prerequisite: One course in ENGL.

English as a Second Language

ESOL 0031: Writing and Grammar 3
5.00 credits (5.00 lec)
This course focuses on practicing and developing basic writing skills by applying them to a variety of situations. Students will improve their grammar, writing fluency, self-editing ability and ability to write short essays. They will also learn to follow a writing process that will include using computers to edit and revise their essays. Must be taken pass/no credit.
Prerequisite: Placement into ESOL 0031.

ESOL 0032: Reading 3
5.00 credits (5.00 lec)
This course introduces the skills and strategies necessary for understanding a variety of written materials. Students will learn to identify main and supporting details in nonfiction, increase their reading rate and comprehension, and analyze features of fiction. In addition, they will build vocabulary using a variety of strategies. Must be taken pass/no credit.
Prerequisite: Placement into ESOL 0032.

ESOL 0033: Listening and Speaking 3
5.00 credits (5.00 lec)
This course provides the knowledge and practice necessary to further improve students' listening, speaking and pronunciation skills in English in order to help them be more successful in future academic courses. Students will work on these skills through activities such as listening to lectures and tapes and watching videos; taking notes in English; doing dictations; participating in discussions; doing interviews; giving presentations; and doing exercises in the language lab. Must be taken pass/no credit.
Prerequisite: Placement into ESOL 0033.

ESOL 0041: Writing and Grammar 4
4.00 credits (4.00 lec)
This course develops higher level writing skills in a variety of situations. Students will improve their grammar, writing fluency, self-editing ability, and learn to write essays of varying lengths and genres. They will also practice and improve their writing skills through extensive writing and word processing. Must be taken pass/no credit.
Prerequisites: Placement into ESOL 0041 and ESOL 0033 or completion of ESOL 0031.

ESOL 0042: Reading 4
4.00 credits (4.00 lec)
This course develops students' ability to understand a variety of written materials. They will learn to identify main ideas and supporting details in nonfiction, increase your reading rate and comprehension, and analyze features of fiction. In addition, they will increase their vocabulary using a variety of strategies. Must be taken pass/no credit.
Prerequisites: Placement into ESOL 0042 and ESOL 0033 or completion of ESOL 0032.

ESOL 0043: Listening and Speaking 4
4.00 credits (4.00 lec)
This course provides the knowledge and practice necessary to further improve students' listening, speaking and pronunciation skills in English in order to help them be more successful in future academic courses. They will work on these skills through activities such as listening to lectures and tapes and watching videos; taking notes in English; doing dictations; participating in discussions; doing interviews; giving presentations and doing exercises in the language lab. Must be taken pass/no credit.
Prerequisites: Placement into ESOL 0043 or completion of ESOL 0033.

ESOL 0051: Writing and Grammar 5
4.00 credits (4.00 lec)
This course focuses on providing advanced writing students whose native language is not English with the ability to understand and use aspects of grammar, style and organization that cause unique problems for non-native English speakers. Students will learn a variety of writing skills necessary to succeed in entry-level college writing courses. This course must be taken pass/no credit.
Prerequisites: Placement into ESOL 0051 and ESOL 0043 or completion of ESOL 0041 and teacher recommendation into ESOL 0051.
Prerequisite/Corequisite: ESOL 0043.

ESOL 0052: Reading 5
4.00 credits (4.00 lec)
This course develops students' ability to comprehend and discuss topics related to a variety of academic reading materials. They will learn to identify main and supporting details in nonfiction, increase their reading rate and comprehension, analyze features of fiction, and apply critical thinking skills. In addition, they will build their academic vocabulary using a variety of reading strategies. This course must be taken pass/no credit.
Prerequisites: Placement into ESOL 0052 or completion of ESOL 0042 and ESOL 0043 and teacher recommendation into ESOL 0052.
Prerequisite/Corequisite: ESOL 0043.

ESOL 2998: Directed Study
Prerequisite: One course in ESOL.

Filmmaking

See programmatic changes and new awards under Cinema.

FILM 1020: Sound for Image
2.00 credits (1.00 lec/1.00 lab) *Course changes Spring semester to 3 credits under Cinema Production.*
This course introduces students to sound as it relates to the moving image. Students will learn the fundamental nature of sound, basics of location and studio recording, and general principles involved in creating, manipulating, and mixing audio tracks. They will complete individual exercises in the sound labs, culminating in the creation, recording, and final mixdown of an original artwork.
Prerequisites: FILM 1150, FILM 1310, SCRN 1510.

FILM 1300: History of Photography
3.00 credits (3.00 lec)
This course explores developments in the technology, aesthetics, and cultural significance of photography from its origins to the present. Students will examine the works of major photographers and the relationships of those works to history, art and commerce.
Fulfills MnTC Goal Areas 6 and 8.

FILM 2010: Filmmaking 3: 16mm Production and Postproduction Theory
4.00 credits (3.00 lec/1.00 lab) *Fall 2008 only*
In this class you will receive a rigorous introduction to sync sound theory. Advanced camera, directing, lighting, editing, audio and other production techniques and theories are studied. Under the supervision of an experienced filmmaker, students will produce a film from preproduction through digital postproduction and will learn, as well as fill, all the basic responsibilities of the various crew positions. Both digital nonlinear and conventional film editing will be covered.
Prerequisites: FILM 1030.
Corequisites: FILM 2030.

FILM 2030: Filmmaking 4: 16mm Production and Postproduction Practicum
3.00 credits (2.00 lec/1.00 lab) *Fall 2008 only*
This course is a practical correlation for FILM 2010, emphasizing the organization of the film set, including preproduction preparation and the structure of crew members' responsibilities during filming and postproduction. Focus will be on filming and editing one or more short projects.
Prerequisite: FILM 1030.
Corequisite: FILM 2010.

FILM 2050: Filmmaking 5: Advanced Projects/ Sync Sound
4.00 credits (3.00 lec/1.00 lab) *Spring 2008 only*
In this course, students will apply previously introduced aesthetic and technical knowledge of synchronous sound filmmaking to the production of an individual film. Advanced camera, lighting, directing, and editing techniques and styles are presented. Emphasis of the course is on personal vision and technical competence.
Prerequisites: FILM 2010 and FILM 2030.

FILM 2800: Production Management for Media Artists
3.00 credits (3.00 lec)
This course introduces students to business practices as they apply to the video, film, sound and music industries. Topics include: securing rights and copyrights, royalties, music and sound industries, financing, grant writing, budgeting, film and video proposals, business structures, small business operations, basic accounting, preproduction, scoring and mixing, positions in a crew, marketing, distribution, job interviews and employment possibilities.
Prerequisites: FILM 1310.

FILM 2890: Internship
2.00 credits (2.00 int)
The internship provides second-year program students with an opportunity to work in a film facility. Internship placement will reflect the individual student's personal direction in filmmaking. Students must obtain internship coordinator's approval in advance of internship. NOTE: The internship is available only to degree students.
Prerequisite: FILM 1030.

FILM 2998: Directed Study
Prerequisites: One course in FILM.

Food Service Dietary Aide

FDSV 1000: Introduction to Food Service

3.00 credits (1.00 lec/ 2.00 lab)
This course informs the participants of the role and functions of the Food Service Worker and provides the opportunity to learn about basic food service skills in an institutional setting. Students will examine the role of the Food Service Worker in relation to other departments, organizational structures, operation considerations and the food service industry as a whole. Students will become familiar with kitchen equipment, large-batch recipes, serving and delivery systems, and basic operational aspects. Students will learn basic first aid as it relates to common injuries in the food service industry and employ techniques of appropriate and safe body movements for the food service environment. Interpersonal and intrapersonal communication theory and application as a member of the healthcare team will be included. Course includes a 24-hour industrial kitchen internship off campus. Note: Students must pass a background check and provide proof of immunity prior to placement in the hospital setting.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051; placement into MATH 0070 or completion of MATH 0060.
CULA 1109 (Food Service Sanitation) highly recommended as a co-req/pre-req to FDSV 1000.

French

FREN 1000: Beginning French 1

5.00 credits (5.00 lec)
This course is the first in a sequence of courses providing an introduction to the language of France and other French-speaking countries. Students will explore many aspects of the language through listening, reading, writing and speaking, which will help them understand and appreciate their own language from another point of view.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

FREN 1100: Beginning French 2

5.00 credits (5.00 lec)
This course is the second in a sequence of courses providing an introduction to the language of France and other French-speaking countries. Students will explore many aspects of the language through listening, reading, writing and speaking, which will help them understand and appreciate their own language from another point of view.
Prerequisites: FREN 1000 or equivalent; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

FREN 1200: Introduction to French

2.00 credits (2.00 lec)
This is an introductory French course designed for students who have had no previous instruction in French or for beginners who would like to brush up on their French. Students will practice useful and practical vocabulary of the spoken French language. They will become more sensitive to cultural differences and find it useful for business and travel. Taught in summer only.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

FREN 1300: French Culture

2.00 credits (2.00 lec)
This English language course examines the history and culture of French-speaking societies, focusing on several major francophone areas of the world: France, North America, sub-Saharan Africa, The Caribbean and North Africa (the Magreb). Students will study the following topics: geography and the environment, history, literature and the arts, social patterns and conventions, and social institutions. No knowledge of French is necessary.
Fulfills MnTC Goal Areas 6 and 8.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

FREN 2000: Intermediate French Language and Culture 1

5.00 credits (5.00 lec)
This is an intermediate-level class that follows the Beginning French sequence. Students will further develop skills with grammar and idiomatic expressions to facilitate greater fluency in speaking, writing, reading and listening. They will read a variety of literary excerpts to develop skills of literary analysis in French. Cultural readings will stimulate conversation and composition to develop skills of cultural analysis and criticism as well. Students will develop the ability to present ideas and opinions, as well as to support them. *Fulfills MnTC Goal Area 8.*
Prerequisites: FREN 1100 or equivalent ability; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

FREN 2100: Intermediate French Language and Culture 2

5.00 credits (5.00 lec)

This class follows the Intermediate 1 course. Students will further develop skills with grammar and idiomatic expressions to facilitate greater fluency in speaking, writing, reading and listening. They will read a variety of literary excerpts to develop skills of literary analysis in French. Cultural readings will stimulate conversation and composition to develop skills of cultural analysis and criticism as well. Students will develop the ability to present ideas and opinions, as well as to support them. In order to succeed in this course, students should have, as a minimum, ability corresponding to the ACTFL intermediate-low rating. For more information, contact the French Department.

Fulfills MnTC Goal Area 8.

Prerequisites: FREN 2000 or equivalent ability; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

FREN 2998: Directed Study

Prerequisites: One course in FREN; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

Geography

GEOG 1101: Human Geography

3.00 credits (3.00 lec)

This course offers an introduction to geographic facts, theories and methods as they relate to humans and their occupation of the Earth. It uses a general systems perspective and a thematic approach to understanding where, why and how humans live. Various themes covered are the human-Earth relationship, population, migration, cultural systems, language, religion, social customs, social systems, development, politics, urbanization, agriculture, industrialization and natural resource use.

Fulfills MnTC Goal Areas 5 and 8.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

GEOG 1102: The Physical Environment

3.00 credits (3.00 lec)

This course offers an introduction to geographic facts, theories and methods as they relate to the Earth's physical environment. This course uses a general-systems perspective and a thematic approach to understanding the natural environment and how it is impacted by human occupation. Various themes covered include the solar system, atmosphere, climate, ozone depletion, greenhouse effect, hydrosphere, waste disposal, fresh water, lithosphere, soil, natural disasters, biosphere and biodiversity.

Fulfills MnTC Goal Areas 5 and 10.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

GEOG 1103: The Global Economy

3.00 credits (3.00 lec)

This course is an introduction to geographic facts, theories and methods as they relate to economic systems used throughout the world, and the rising pattern of global economic interdependence. This course uses a general-systems and thematic approach to understanding how people and groups cooperate in providing what they need and want. Various themes covered include economic theory and practice, development, production, labor force, land use, natural resources, trade, international organizations and global economic problems.

Fulfills MnTC Goal Areas 5 and 8.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

GEOG 1104: Minnesota

3.00 credits (3.00 lec)

This course is an introduction to Minnesota, its regions and cities. It examines the people, social and cultural institutions, and physical makeup of our home state and cities. It will trace the spatial and historical evolution of our area and examine today's Minnesota. It will also explore environmental issues and decisions faced by Minnesotans. The course includes self-guided walking tours of Minneapolis and optional self-guided driving tours of other parts of the metro area and the state.

Fulfills MnTC Goal Areas 5 and 10.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

GEOG 2204: Peoples of the World

3.00 credits (3.00 lec)

This course is an introductory survey of people and their social and cultural institutions throughout the world. After an overview of basic geographic concepts, each of the world's major regions are studied in depth. Finally, the course examines some global issues and global citizenship.

Fulfills MnTC Goal Areas 5 and 8.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

GEOG 2998: Directed Study

Prerequisites: One course in GEOG; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

Geology

GEOL 1120: Physical Geology

3.00 credits (3.00 lec)

This course explores the principles and processes of geology with an emphasis on the study of the Earth's structures, materials (internal and external) and plate tectonics. Topics covered in the course include igneous, sedimentary and metamorphic rocks. Special attention is paid to the dramatic role of volcanoes, earthquakes, erosion and landslides in the shaping of our planet. Field trips are an optional part of the course.

Fulfills MnTC Goal Area 3.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

GEOL 1130: Physical Geology Lab

1.00 credit (1.00 lab)

This course introduces the general principles and techniques of mineral and rock identification. Other topics covered include topographic map and stratigraphic analysis, as well as structural geology.

Fulfills MnTC Goal Area 3.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

Prerequisite/Corequisite: GEOL 1120.

GEOL 1140: Historical Geology

3.00 credits (3.00 lec)

This course serves as an introduction to the general principles and processes of geology with an emphasis on the study of geologic time (absolute and relative), and the correlation of geologic time with the rock record, past life forms and geographies. Topics covered include the formation of our planet within the context of the solar system, as well as the evolution of our Earth's surface and the life forms which inhabit it. Special emphasis is placed upon the cycles our planet experiences, which seemingly control its destiny. Field trips are an optional part of the course.

Fulfills MnTC Goal Area 3.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

GEOL 1150: Historical Geology Lab

1.00 credit (1.00 lab)

This course introduces the general principles and techniques of sedimentary rock, mineral and fossil identification. Other topics covered include sedimentary environments, tectonic settings and age relations.

Fulfills MnTC Goal Area 3.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

Prerequisite/Corequisite: GEOL 1140.

GEOL 2998: Directed Study

Prerequisites: One course in GEOL; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

Global Health and Healing Arts

GHHA 1100: Introduction to Energy Medicine

3.00 credits (3.00 lec)

This course covers the physics of energy and its application to the internal body and relationships to the external world. Students will learn the principles of energy, which is both the life force itself and responsible for healing. From traditional and cross-cultural views of energy, students will discover the anatomy of the human energy body and the energy systems, such as the meridian and chakra systems, that work alongside and with the physical body. They will explore the scientific basis for and the basic principles of healing techniques in energy medicines such as Reiki, therapeutic touch, presence, and shamanism.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052.

GHHA 1200: Exploration of Shamanic Apprenticeship

3.00 credits (3.00 lec)

This course introduces the ways in which, in traditional shamanic communities, work is sacred, with a deep understanding and respect for the sense of being "called" to one's chosen field or role. Students will learn about the traditional and modern call to apprenticeship. They will also explore the selection and education of shamans and community elders. Discussions and exercises will help them discern your their unique calling and provide them with tools and resources for future learning.

Prerequisites: AMIS 1100, BIOL 1136, SSTU 1200 and SSTU 1300.

Corequisites: GHHA 1300, SSTU 2000, SSTU 2100 and STU 2200.

GHHA 1300: Healing Traditions in our Diverse Community

3.00 credits (3.00 lec)

This course explores the healing traditions of shamans, healers, and medicine people found in many cultures around the globe, including those embraced by the largest ethnic/minority groups in the Twin Cities' metropolitan area. Students will have an opportunity to hear several guest speakers who are traditional healers in their communities. They will also gain the tools and skills to research the historical healing skills from their own ethnic background.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052.

GHHA 1400: Introduction to Traditional Chinese Medicine

3.00 credits (3.00 lec)

This course examines the origins and evolution of traditional Chinese Medicine (TCM), its scope of practice, and it's variety of healing modalities. Students will learn TCM's diagnostic theories and methods, adjunctive therapies, and how TCM differs from western medicine. This course examines the latest research concerning TCM's efficacy and its most current applications. Students will learn why TCM is in the forefront of complementary forms of medicine.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

Graphic Design and Visual Communication

GRPH 1101: Typography 1

3.00 credits (2.00 lec/1.00 lab)

This course covers the history, structure and principles of typography, as well as special considerations of designing with type. Students will work with the traditional elements of typography: form, spacing, layout, color, mixing fonts and the integration of type with images.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

Prerequisite/Corequisite: GRPH 1130.

GRPH 1120: Layout and Design 1

3.00 credits (2.00 lec/1.00 lab)

This course introduces the elements of design, creative thinking techniques, and the fundamentals of layout design including balance, movement, unity, clarity, simplicity, emphasis, and color. Students will explore layout styles, reconstruct existing layouts and develop a proficiency with markers as a layout tool.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

GRPH 1130: Introduction to Graphics Software

3.00 credits (2.00 lec/1.00 lab)

This course introduces the multiple elements and techniques of using the computer and basic software applications used in the graphic design industry. Students will work with an individual workstation, tutorial software, and word processing and graphics software to enter text and create graphics. Emphasis is on typesetting concepts, proofreading and working within prescribed sets of design specifications.

Prerequisite: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060; keyboarding (25 WPM) experience required, or COML 1100.

GRPH 1140: Color Theory

3.00 credits (2.00 lec/1.00 lab)

This is a basic color course designed to discuss and explain the system of color reproduction for painting, printing, photography, and digital applications, based on additive and subtractive color theory. The perception of color, viewing conditions, color separation, different types of color measurement, digital color, and the influence of paper and ink on color reproduction are presented.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

GRPH 1150: Intro to Advertising Art Principles

2.00 credits (1.00 lec/1.00 lab)

This course introduces students to the functions of advertising and its role in the marketing communications mix, economics, social influence, advertising institutions and media, campaigns and appropriations, retail, and business-to-business aspects. The course consists of lectures, films, field trips, speakers and research assignments.

Prerequisites: GRPH 1130; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

GRPH 1151: Pro Seminar: Digital Imaging

1.00 credit (1.00 lec)

In GRPH 1151–1153 courses, professionals will present a series of lectures based on their areas of experience within a course title. Each seminar combines experts from several companies to share insight, and to show and critique samples relevant to a particular specialization.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

GRPH 1152: Pro Seminar: Desktop Publishing
1.00 credit (1.00 lec)
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

GRPH 1153: Pro Seminar: Package Design
1.00 credit (1.00 lec)
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

GRPH 1160: Creativity for Visual Communication
2.00 credits (1.00 lec/1.00 lab)
This course covers specific methods for generating creative visual ideas, applying those ideas to graphic solutions, working with clients in the creative process and solving their problems.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

GRPH 1520: Layout and Design 2
3.00 credits (2.00 lec/1.00 lab)
This course covers advertising layout techniques using fractional, full-page and spread layouts. It also covers nonadvertising print areas from single to multiple page layouts. It includes assignments and critiques of projects rendered as comps and mock-ups.
Prerequisite: GRPH 1101, GRPH 1120 and GRPH 1130 and placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

GRPH 1540: History of Graphic Design
3.00 credits (3.00 lec)
This course explores graphic design through the ages, identifying important design elements, movements, innovators and applications, as well as the impact of graphic design on life and culture from signage to publishing to packaging.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

GRPH 1550: QuarkXPress
3.00 credits (2.00 lec/1.00 lab)
This introductory class is designed to familiarize students with the basic concepts and features of QuarkXPress. Students will work with Quark's tools, measurements, library, and document layout palettes, to learn how to set document-specific and program-wide preferences, and how to copy items and pages between documents. Also covered are importing, editing, and formatting text, as well as importing, positioning, resizing, and cropping graphics.
Prerequisites: GRPH 1130; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

GRPH 1560: Print Production 1
3.00 credits (2.00 lec/1.00 lab)
This course covers the basic materials, methods, and mechanical processes necessary to the production of print-ready publications and other print media. Students will learn the language of print production, be introduced to the studio skills/equipment, work with a computer/laser printer/scanner, and produce one/two-color projects. They will learn the fundamentals of paper specifying, print buying, proofing, and meeting and managing production deadlines.
Prerequisites: GRPH 1101, GRPH 1130, GRPH 1140; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060. Prerequisite/Corequisite: GRPH 1585.

GRPH 1570: Adobe Illustrator
3.00 credits (2.00 lec/1.00 lab)
This course covers the basics of Adobe Illustrator, a vector-based drawing program used to produce logos and artwork for printed publications, multimedia, and Web graphics. Topics covered include: creating basic shapes, working with points and lines, using transformation tools, blending elements, tracing templates, creating masks, using filters, customizing colors, and creating and formatting text.
Prerequisites: GRPH 1130; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

GRPH 1585: Adobe InDesign
3.00 credits (2.00 lec/1.00 lab)
This course is an introduction to Adobe InDesign page layout software, used to create professional quality single and multiple-page documents that are designed for printing, Web publication, and other electronic delivery systems. Students will learn the fundamentals of style sheets, master pages, importing and manipulating text and images, typographic controls, color management, preflighting and output options as applied to practical projects for commercial printing and the web.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060; and GRPH 1130 or instructor approval. Prerequisite/Corequisite: GRPH 1101.

GRPH 2101: Typography 2
3.00 credits (2.00 lec/1.00 lab)
This course provides specific experiences that focus on the technical and aesthetic issues of typographic form in communication design. Emphasis is on the inventive use of type and typography throughout the whole creative process, from concept to application. Students will merge traditional typographical aesthetics with current electronic technologies, developing typographical solutions for print, digital, and corporate identity assignments.
Prerequisites: GRPH 1101, GRPH 1120, GRPH 1585; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

GRPH 2110: Adobe Photoshop
3.00 credits (2.00 lec/1.00 lab)
This course provides a practical understanding of the knowledge and skills required of digital content creators to use Photoshop in today's digital design studio. Computer lab assignments and lectures will provide diversified experiences. Various interdisciplinary aspects will be explored.
Prerequisites: GRPH 1130; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060 or instructor approval; or for MPRO majors only, MPRO 1111.

GRPH 2115: Illustration Studio
2.00 credits (2.00 lab)
This course provides students with an in-depth study of illustration approaches, methods and history by exploring traditional illustrator techniques.
Prerequisites: ARTS 1121 and ARTS 1142; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

GRPH 2130: Graphic Design Problems 1
3.00 credits (1.00 lec/2.00 lab)
This course involves concepting and executing marketable print solutions for advertising and publishing needs. Students will develop original concepts and navigate between software as necessary to produce portfolio-quality digital outputs.
Prerequisites: GRPH 1120, GRPH 1520, GRPH 1540, GRPH 1560, GRPH 1585, GRPH 2110; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.
Prerequisite/Corequisite: GRPH 2101.

GRPH 2135: Painter
3.00 credits (1.00 lec/2.00 lab)
In this course, students will learn the effect of rendering digitally in natural media, image editing and animation. They will generate original art and manipulate images with concern for print reproducibility and digital display, using the Painter software and a graphics tablet.
Prerequisites: GRPH 1570 and GRPH 2110.

GRPH 2145: Graphic Design Internship
2.00 credits (2.00 lab)
The graphic design internship is an opportunity for supervised work experience that provides an important learning experience, as well as a useful link to the job market. Students will obtain an internship site that supports their special area of interest and provides opportunities to interact with design professionals in a creative working environment. The internship requires 120 hours of residency at a design studio, advertising agency or related company approved by the internship coordinator.
Prerequisites: Completion of 30 credits of GRPH/EPUB coursework, or instructor approval; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

GRPH 2165: Print Production 2
3.00 credits (2.00 lec/1.00 lab)
This class covers advanced desktop production and prepress techniques. Advanced computer scanning theory and methods, fundamentals of process color printing, and the complete process of preparing and troubleshooting files for digital output are covered. Students will explore bindery operations, special finishing processes, and direct and bulk mail requirements.
Prerequisites: GRPH 1101, GRPH 1130, GRPH 1140, GRPH 1560, GRPH 1585; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

GRPH 2175: Digital Design Studio
2.00 credits (2.00 lab)
This course offers students an opportunity to research, investigate and develop a portfolio using graphics software applications. The software and projects selected for investigation by students must be outside of those currently being taught in the program.
Prerequisites: 8 credits computer-based courses; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

GRPH 2333: QuarkXPress: Advanced
Prerequisites: GRPH 1585; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060 or instructor approval.

GRPH 2530: Graphic Design Problems 2
3.00 credits (1.00 lec/2.00 lab)
This course is a continuation of Graphic Design Problems 1, providing more challenging projects in advertising design and publishing markets. Working within industry standards and practices, students will produce portfolio-quality digital output of their solutions.
Prerequisites: GRPH 1570, GRPH 2130; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.
Prerequisites/Corequisites: GRPH 2540 and GRPH 2550.

GRPH 2540: Career Planning and Professional Practices
3.00 credits (1.00 lec/2.00 lab)
This course prepares Students for a smooth transition into industry and covers such topics as identifying markets, selecting interview portfolios, networking, writing rèsumés and cover letters, and interviewing. Class also covers industry standards practices and ethical guidelines.
Prerequisites/Corequisites: Completion of all required courses.
Corequisite: GRPH 2550.

GRPH 2550: Portfolio Prep/Exhibit
3.00 credits (1.00 lec/2.00 lab)
This course includes refining and adapting artwork for cohesiveness, as well as professional packaging of the general portfolio. Students will also participate in the planning, organization and execution of a class exhibit.
Prerequisites/Corequisites: Completion of all required courses; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.
Corequisite: GRPH 2540.

GRPH 2998: Directed Study
Prerequisites: One course in GRPH; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

Health

HLTH 1000: Introduction to Sleep and Rest
3.00 credits (3.00 lec)
This course introduces students to content areas related to the basic human need area of sleep and rest. They will learn about the importance of sleep and rest for a healthy life, sleep cycles, the history of sleep, and common sleep disorders. The field of sleep science and its relevance to other allied health professions is introduced. This course is open to the public and is also a required course in the Polysomnographic Technology A.A.S. program.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into or completion of ENGL 1110 or ENGL 1108.

HLTH 1101: Personal and Community Health
3.00 credits (3.00 lec)
This course examines modern concepts and practices of health and holistic living as applied to the individual. It includes discussion of selected topics to stimulate students' critical thinking and problem-solving skills. Personal development, self-discipline, health maintenance, integration of the mind/body concept and drug education are stressed.

HLTH 1107: Working with People with Disabilities
2.00 credits (1.00 lec/1.00 lab)
This course provides students with experience in individual and group interactions with people that have disabilities. Prior to working with individuals at the Courage Center, students will survey the historic social context of people with disabilities in America, ground-breaking legislation, movement behavior foundations, terminology, as well as begin to discover their own attitudes and behaviors around a wide range of abilities. Unique considerations for specific impairments will be developed through their interaction within the Courage Center community.

HLTH 1131: Death, Dying and Grieving
2.00 credits (2.00 lec)
This course is designed to give students an understanding of the sociocultural, physical, psychological, and ethical issues surrounding death, dying, and grieving. Some of the topics include: an historical look at views and beliefs from various cultures, grieving in the adult and child, fears and attitudes, technology and dying, suicide, funerals, euthanasia, and the living will. Emphasis will be placed on discussing and developing personal insights and beliefs concerning the topic.

HLTH 1132: Managing Stress, Managing Life
2.00 credits (2.00 lec)
This course is presented from a holistic view, so all aspects of life will be discussed. It is intended to give students workable tools to manage stress in their lives and critique how they manage distress in their lives. Students will complete awareness exercises, problem-solve, and do personal inventories and personal plans. Topics will include: perception of stress, strength intervention, coping and managing, psychophysiology, stress and illness, risk-taking, and stress and communication.

HLTH 1150: First Aid and CPR
2.00 credits (2.00 lec)
In this course, students will learn to administer first aid in treating injuries and sudden illness, including training for breathing and cardiac emergencies. American Red Cross certification in Adult, Child, and Infant CPR and First Aid: Responding to Emergencies will be earned upon successful completion of the course requirements.

HLTH 1171: Human Sexuality
2.00 credits (2.00 lec)
In this course, students will learn the biological and psychosocial aspects of human sexuality across the lifespan, including human sexual anatomy and physiology. An understanding of the influences on individual sexuality and how their sexuality impacts relationships, attitudes, and communication will be presented. Other topics include contraception, challenges to sexual functioning and sexual orientation. Current statistics and information regarding transmission, diagnosis, treatment and prevention of sexually transmitted infections will be included. Community resources, prevention and advocacy of current sexual health issues will be emphasized.
Prerequisite: Placement into READ 1300 or completion of READ 0200 or ESOL 0052.

HLTH 1180–1184: Health Topics
1.00 credit (1.00 lec)
This course will examine in depth timely topics in the health field. These topics will be pertinent to everyday living and may include: tobacco, marijuana use, fetal alcohol syndrome, parenting, personal assessment of health, consumer issues in health, etc.

HLTH 2200: Environmental Issues in Health and Wellness

2.00 credits (2.00 lec)

This course is an introduction to the principles of toxicology and how environmental agents, such as pesticides and pollutants, affect human health, specifically in the areas of disease and injury. Students will assess their toxicant risk and ecological footprint and use these results to research various methods on how to improve your environmental health, such as sustainable agriculture and green living. This course also explores how they can use the environment to promote health and actually heal the mind and body.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052.

HLTH 2210: Infectious Diseases: An Application to Everyday Life

3.00 credits (3.00 lec)

In this course, students will learn about infectious diseases and disease concepts, with emphasis on prevention and control of infectious diseases in the individual, family and community. Students will study a broad spectrum of infectious disease topics, including disease causes, transmission, outbreaks, and personal and family protection; debate the influence of geography, culture, politics and economic factors on infectious diseases; and discuss common diseases such as influenza, food-borne illnesses, and sexually transmitted diseases, as well as more exotic diseases, such as pandemic influenza, newly emerging diseases, and diseases caused by bioterrorism.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052.

HLTH 2249: First Responder

3.00 credits (3.00 lec)

This course presents information essential for providing emergency care in the event of injury or illness. Course material is specifically designed for those with a job-related duty to act in the event of acute injury or illness. This course fulfills the requirement for those students entering the Law Enforcement program. The Minnesota First Responder certificate is earned upon successful completion of the course requirements.

HLTH 2998: Directed Study

Prerequisites: One course in HLTH and permission of instructor.

Healthcare Core Curriculum

HCCC 1000: Health Career Exploration

0.00 credit (0.00 lec)

This module provides information about the various types of healthcare workers in various healthcare settings. Included are education and licensure/certification requirements, scope of work, types of interactions with clients, residents, their family members, peer groups and team members, and the impact healthcare workers have meeting the healthcare needs of these individuals. Also included is information about selecting, entering, and advancing in a healthcare career.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

HCCC 1010: Behaviors for Success in Health Careers

0.50 credit (0.50 lec)

This module focuses on the requirements needed by healthcare workers to effectively work in a variety of healthcare settings. This includes types of healthcare facilities and systems, applying for employment, accountability and responsibility; standards of dress, workplace behavior, and approaches needed to assist clients and residents; expectations of teams and team members; common healthcare facility policies and requirements; and selected medical and departmental abbreviations. Also included is discussion about how healthcare workers can impact the quality of healthcare and balance their work and personal lives to maintain personal wellness.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

HCCC 1020: Communication in Healthcare

1.00 credit (1.00 lec)

This module emphasizes the importance of effective communication between and among healthcare workers, clients, residents and their family members. Included are verbal and nonverbal communication, listening skills, interpersonal communication, team communication, documentation and reporting, and the use of electronic communication devices in healthcare facilities. Focus is on the development of effective communication skills to support quality client care.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

HCCC 1030: Awareness and Sensitivity to Client Needs

0.50 credit (0.50 lec)

This module presents challenges and issues related to the awareness and sensitivity needed to understand the healthcare needs of clients, residents and their family members. Included is the impact disease has on individuals; the emotional, spiritual, and social needs of clients; as well as the type of care needed by different age groups. Also included is the process of death and dying and how that affects these individuals and their families.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

HCCC 1040: Respecting Client and Staff Diversity

0.50 credit (0.50 lec)

This module provides a framework for dealing with diverse residents, clients and staff. Included are belief systems, cultural practices, and respect and sensitivity to cultural and gender issues. Emphasis is placed on awareness and use of effective strategies to appropriately deal with diversity in the workplace.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

HCCC 1050: Healthcare Safety and Standard Precautions

0.50 credit (0.50 lec)

This module focuses on the rules and standards related to regulatory policies required of healthcare facilities as well as personal safety standards and requirements to work in healthcare settings. Included are the principles and standards of infection control, standard precautions, healthcare facility safety policies, strategies to ensure personal and client and resident safety, and procedures to respond to emergencies.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

HCCC 1060: Legal Issues in Healthcare

0.50 credit (0.50 lec)

This module focuses on the legal issues related to clients, residents and healthcare workers. Such areas as healthcare laws, client rights and responsibilities, confidentiality, liability, documentation, and regulation are explored. The relationship between ethics and legal issues is discussed, as well as the impact law and regulation has on healthcare systems.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

HCCC 1070: Healthcare Ethics

0.50 credit (0.50 lec)

This module emphasizes the use of sound ethical practices in healthcare. Included are ethical principles and standards as they relate to the care of clients and interactions with peers, colleagues, and team members. Ethical frameworks are provided for discussion on understanding the types of ethical challenges in healthcare and the difficult decisions that need to be made.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

HCCC 1080: Nursing Assistant Skill Set

2.00 credits (2.00 lab)

This course is an introduction to basic nursing concepts and skills at the level of the nursing assistant. Skill related to personal care, activity and exercise, nutrition, elimination, vital signs and measures, special needs, safe environment, organizational skills, and problem-solving will be taught in the classroom and clinical settings. Completion of this course and the 4-credit Healthcare Core Curriculum prepares the student to take the national examination to be placed on Nursing Assistant Registry.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052. Completion of HCCC 1010, HCCC 1020, HCCC 1030, HCCC 1040, HCCC 1050, HCCC 1060 and HCCC 1070. Negative chest x-ray or Mantoux is required before last 90 clinical days.

HCCC 1100: Medical Terminology

1.00 credit (1.00 lec)

This course focuses on the recognition and understanding of medical terms after students learn the meaning of word parts. A systems approach based on human anatomy is used. The student will also learn to interpret and implement common medical abbreviations and symbols by utilizing healthcare forms and medical records. Correct pronunciation and spelling of terminology is emphasized.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

HCCC 1200: Dosage Calculations

1.00 credit (1.00 lec)

This course focuses on the development of the skills necessary to accurately calculate medical dosages for clients in healthcare settings. Students will have an opportunity to choose dimensional analysis or ratio and proportion as a means of calculating metric and household medication orders. The course will also introduce special topics of pediatric dosages, syringe markings and powdered medications. Students will explore calculations through three-dimensional classroom activities, as well as traditional paper-and-pencil problem-solving. Students must take class pass/fail.

Prerequisites: placement into or completion of MATH 0060; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

Heating, Ventilation, Air Conditioning and Refrigeration

HVAC 1000: Refrigeration Fundamentals

2.00 credits (1.00 lec/1.00 lab)

Students will learn the theory of refrigeration involving temperature/pressure relationship, heat transfer, sensible and latent heat, and laws of thermal dynamics. The mechanical refrigeration cycle (including compressors, metering devices, evaporators, and condensers) will be covered, along with refrigeration pressure controls and heat pump theory.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051; placement into MATH 0080 or completion of MATH 0070.

HVAC 1050: Trade Tools and Test Instruments

2.00 credits (1.00 lec/1.00 lab)

This course covers specialty hand tools and power equipment used by HVACR technicians and electricians. Use and maintenance of various test instruments to diagnose and repair commercial and residential HVACR equipment will also be covered. Instruments used to perform electrical work will be covered as well.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051; placement into MATH 0080 or completion of MATH 0070.

HVAC 1100: Metal Fabrication

3.00 credits (1.00 lec/2.00 lab)

This course will teach techniques for cutting, bending, swaging, flaring, soldering, and brazing various types and sizes of refrigeration tubing and pipe. Refrigeration fittings, correct installation procedures and basic welding procedures will also be covered.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051; placement into MATH 0080 or completion of MATH 0070.

HVAC 1150: Refrigerant Management

2.00 credits (2.00 lec)

This course is the study of all refrigerants used in today's refrigeration and air conditioning industry. Topics include safe handling, refrigeration oils, health hazards, application, UL classifications, ozone-depletion issues, and ozone-safe replacement refrigerants. This course also covers refrigerant retrofit procedures.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051; placement into MATH 0080 or completion of MATH 0070.
Corequisite: HVAC 1000.

HVAC 1250: Interpreting Schematic Drawings

2.00 credits (2.00 lec)

This course gives a systematic approach for reading, creating, and troubleshooting electrical diagrams for HVAC and R equipment, as well as other electrical equipment. Multiple voltage, single- and three-phase circuits will be covered.

Prerequisites: CNEL 1000; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051; placement into MATH 0080 or completion of MATH 0070.
Corequisites: CNEL 1050, CNEL 1100 and CNEL 1150.

HVAC 1300: HVAC and R Controls

2.00 credits (1.00 lec/1.00 lab)

This course covers advanced control circuits for commercial and residential heating, ventilation, air conditioning and refrigeration equipment. Diagnostic procedures involving advanced HVAC and R schematics, temperature controls, timing controls, modulating motors, heat pump controls, and other various HVAC and R electrical components will also be covered.

Prerequisites: CNEL 1000; HVAC 1000; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051; placement into MATH 0080 or completion of MATH 0070.
Corequisite: HVAC 1250.

HVAC 2000: Service Procedures for HVAC and R Technicians

1.00 credit (1.00 lec)

This course covers business procedures necessary to be successful in the Refrigeration, Air Conditioning and Heating occupation. Customer relations skills will be taught to prepare students to deal with a variety of situations encountered each day by HVAC and R technicians.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0080 or completion of MATH 0070.

HVAC 2010: HVAC and R Internship 1

1.00 credit (1.00 int)

This course is designed to give students exposure to the Refrigeration, Air Conditioning and Heating Service trade. They will ride with HVAC and R technicians from a variety of service companies for a week to gain real-life experience in this industry.

Prerequisites: Students must have completed 27 credits in the program; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0080 or completion of MATH 0070.

1 lecture (lec) credit = 50 minutes of class time per week | 1 lab credit = 100 minutes of class time per week | 1 internship (int) = 150 minutes of on-site training time per week

HVAC 2050: HVAC and R Internship 2

1.00 credit (1.00 int)

This course is designed to give students exposure to the Refrigeration, Air Conditioning and Heating Service trade. They will ride with HVAC and R technicians from a variety of service companies for a week to gain real-life experience in this industry.

Prerequisite: Students must have completed 45 credits in the HVACR program.

HVAC 2100: HVAC Design

2.00 credits (2.00 lec)

This course covers air conditioning theory involving psychometrics (load calculations for residential heating and cooling) using the Manual "J" method of load calculation and load calculation computer software programs. Ventilation and duct-sizing calculations, as well as the use of various air conditioning tools and test instruments, will also be taught.

Prerequisite: HVAC 1000.

HVAC 2150: Central Air Conditioners

2.00 credits (1.00 lec/1.00 lab)

Students will learn procedures for the installation, maintenance, troubleshooting and repair of residential split-type air conditioning systems. The course will also cover charging procedures for high-efficiency equipment.

Prerequisites: CNEL 1000, CNEL 1050, CNEL 1100, CNEL 1150; HVAC 1000, HVAC 1050, HVAC 1100, HVAC 1150, HVAC 1250 and HVAC 1300; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 0900 or ESOL 0051; placement into MATH 0080 or completion of MATH 0070.

HVAC 2200: Commercial Air Conditioners

2.00 credits (1.00 lec/1.00 lab)

This course includes: troubleshooting, repair, and maintenance of commercial air conditioning equipment, including large console units, computer room systems, cooling towers and large air handlers. Basic concepts of reciprocating and centrifugal chillers will also be covered.

Prerequisites: CNEL 1000, CNEL 1050, CNEL 1100, CNEL 1150; HVAC 1000, HVAC 1050, HVAC 1100, HVAC 1150, HVAC 1250 and HVAC 1300; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 0900 or ESOL 0051; placement into MATH 0080 or completion of MATH 0070.

HVAC 2250: Heat Pumps

2.00 credits (1.00 lec/1.00 lab)

This course covers characteristics and operation of commercial and residential heat pump systems, including air-to-air, water-to-air, and ground loop systems. Instruction will be given on heat pump controls, diagnostic procedures and energy calculations.

Prerequisites: CNEL 1000, CNEL 1050, CNEL 1100, CNEL 1150; HVAC 1000, HVAC 1050, HVAC 1100, HVAC 1150, HVAC 1250 and HVAC 1300; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0080 or completion of MATH 0070.

HVAC 2300: Commercial Refrigeration

6.00 credits (2.00 lec/4.00 lab)

This course covers troubleshooting, repair, maintenance, and installation of commercial refrigeration equipment, including walk-in coolers and freezers, soft-serve machines, commercial refrigerators, milk coolers, and supermarket equipment. Instruction will be given on various electrical and mechanical components specific to commercial refrigeration systems. Load calculation and pipe sizing for commercial refrigeration equipment will also be taught.

Prerequisites: CNEL 1000, CNEL 1050, CNEL 1100, CNEL 1150; HVAC 1000, HVAC 1050, HVAC 1100, HVAC 1150, HVAC 1250 and HVAC 1300; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0080 or completion of MATH 0070.

HVAC 2350: Commercial Ice Machines

2.00 credits (1.00 lec/1.00 lab)

This course covers troubleshooting, repair, maintenance, and installation of commercial ice-making equipment (such as Manitowoc, Scotsman, Crystal Tips, Koldraft, Whirlpool, and Hoshisaki). Instruction on both flake and cube ice machines will be provided.

Prerequisites: CNEL 1000, CNEL 1050, CNEL 1100, CNEL 1150; HVAC 1000, HVAC 1050, HVAC 1100, HVAC 1150, HVAC 1250 and HVAC 1300; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 0900 or ESOL 0051; placement into MATH 0080 or completion of MATH 0070.

HVAC 2400: HVAC Rooftop Systems

2.00 credits (1.00 lec/1.00 lab)

In this course, students will learn procedures for maintenance and repair of commercial roof-top units used for heating and cooling purposes. This course will cover equipment, interpretation of electrical diagrams and economizer packages.

Prerequisites: CNEL 1000, CNEL 1050, CNEL 1100, CNEL 1150; HVAC 1000, HVAC 1050, HVAC 1100, HVAC 1150, HVAC 1250 and HVAC 1300; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 0900 or ESOL 0051; placement into MATH 0080 or completion of MATH 0070.

Corequisite: HVAC 2500.

HVAC 2450: Indoor Air Quality

2.00 credits (1.00 lec/1.00 lab)

This course covers theory, operation, and installation of commercial and residential air-filtration equipment, including media air filters and electronic air cleaners. Commercial and residential humidifiers, theory, operation and installation of residential air-exchange systems, and carbon monoxide testing will be covered.

Prerequisites: HVAC 1250; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 0900 or ESOL 0051; placement into MATH 0080 or completion of MATH 0070.

Corequisite: HVAC 2650.

HVAC 2500: Gas-Fired Furnaces
3.00 credits (1.00 lec/2.00 lab)
Troubleshooting, repair, maintenance, and installation of forced-air gas-fired heating equipment, standing pilot, spark ignition, hot-surface ignition, condensing, and pulse-combustion furnaces are covered in this course. Gas fuels, piping and venting procedures will also be explored.
Prerequisites: CNEL 1000, CNEL 1050, CNEL 1100; HVAC 1250 and HVAC 1300; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 0900 or ESOL 0051; placement into MATH 0080 or completion of MATH 0070.

HVAC 2550: Oil-Fired Furnaces
1.00 credit (1.00 lab)
Troubleshooting, repair, installation and maintenance of residential forced-air, oil-fired heating equipment are covered in this course, along with combustion analysis.
Prerequisites: CNEL 1000, CNEL 1050, CNEL 1100; HVAC 1250 and HVAC 1300; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 0900 or ESOL 0051; placement into MATH 0080 or completion of MATH 0070.

HVAC 2600: Residential Boilers
2.00 credits (1.00 lec/1.00 lab)
This course includes procedures for the installation, troubleshooting, repair, and maintenance of residential hot-water-heating systems. Piping techniques, gas, oil, electric heat sources, and water treatment will also be covered, along with boiler electrical controls and schematic diagrams.
Prerequisites: CNEL 1000, CNEL 1050, CNEL 1100; HVAC 1250 and HVAC 1300; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 0900 or ESOL 0051; placement into MATH 0080 or completion of MATH 0070.
Corequisite: HVAC 2500.

HVAC 2650: HVAC Sheet Metal
3.00 credits (1.00 lec/2.00 lab)
This course covers the procedure for constructing sheet metal parts for the HVAC industry. It will cover layout and proper use of common sheet metal hand tools and fabrication equipment. Basic duct design and air measurement will also be explored.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 0900 or ESOL 0051; placement into MATH 0080 or completion of MATH 0070.

HVAC 2700: Residential Blueprint Reading
1.00 credit (1.00 lec)
This course will cover the interpretation of residential blueprints as they apply to mechanical installation within the structure. Various blueprints from different types of structures will be presented.

HVAC 2750: Mechanical Building Code
2.00 credits (2.00 lec)
This course covers the regulations required for installing various types of mechanical equipment in a residence, including gas piping, ductwork, refrigeration piping and hydronic installations. Students will become familiar with the use of the Uniform Mechanical Building Code manual. Energy code requirements that apply sepcifically to Minnesota will also be covered. Licensing requirements for installing HVAC equipment in Minnesota will be covered.

HVAC 2800: Furnace and Central Air Conditioner Installation
2.00 credits (2.00 lab)
This course teaches the skills necessary to properly install residential gas and oil furnaces, including high- and standard-efficiency equipment, gas piping, low-voltage wiring, and sheet metal transitions.
Prerequisite: HVAC 2650.

HVAC 2850: Advanced HVAC Sheet Metal
2.00 credits (2.00 lab)
This course teaches you to construct advanced HVAC sheet metal fittings necessary to residential HVAC equipment. Field layout and retrofit procedures will be covered. Use of air measurement instruments will be covered as well.
Prerequisites: HVAC 2650.

HVAC 2900: Radiant Floor Systems
2.00 credits (1.00 lec/1.00 lab)
This course covers the installation of residential radiant-floor-heating systems.

HVAC 2998: Directed Study
Prerequisites: One course in HVAC; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 0900 or ESOL 0051; placement into MATH 0080 or completion of MATH 0070.

History

HIST 1000: World History 1: Ancient and Premodern World

4.00 credits (4.00 lec)

This course is a survey of world history examining ancient, classical and medieval civilizations prior to the emergence of the West as a world power (c. 3500 BCE–1450 CE). The course explores how environmental, economic, political, social, religious, and other intellectual and cultural factors combined in different ways to influence the development of major world regions—Africa, EurAsia and the Americas. The goal is for students to understand how fundamental institutions and cultural norms of different world regions developed out of their own internal environments, as well as in response to developments and influences from other cultural systems and historical forces.

Fulfills MnTC Goal Areas 5 and 8.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

HIST 1010: World History 2

4.00 credits (4.00 lec)

This course is a survey of modern world history from the rise of Europe to the present era, and of how the globe was linked through cultural, racial, religious contact and clash; migration industrialization; and imperialism. Students will examine how technological, economic, social, religious, political and cross-cultural factors combined to influence the expansion of the West and, in turn, the development of Africa, Latin America, and Asia. Both global and interdisciplinary perspectives will be used to help students develop a better understanding of how different peoples understood, construed and developed their place in the modern world; how different regions of the world influenced each other in their response to the West; and why there were both similarities and differences in the ways people both accommodated and resisted Western domination.

Fulfills MnTC Goal Areas 5 and 8.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

HIST 1020: Contemporary World History: Issues and Themes

3.00 credits (3.00 lec)

This course explores developments and issues in contemporary world history from 1950 until the present. It provides a broad background and introduction to key people, events, and larger social, economic, technological, political, cross-cultural and global forces that have shaped our current world and created many of the problems of today. Drawing on examples from each major region of the world, students will study such topics as the beginning, impact and end of the Cold War; patterns of decolonization and national independence; diverse strategies for economic development and experiences of national building; revolution and liberation struggles; international division of labor and livelihood; cultural identity; nationalism and ethnonationalism, race and gender relations; movements for peace; and human rights and the environment.

Fulfills MnTC Goal Areas 5 and 8.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

HIST 1100: American History 1

3.00 credits (3.00 lec)

American History 1 surveys the history of America from the contributions of the indigenous Indian peoples through the Colonial Era (17th and 18th centuries) to the American Revolution and Early Republic (18th and 19th centuries). This course examines how historical American culture, institutions and events influence the present United States in the latter part of the 20th century.

Fulfills MnTC Goal Areas 5 and 7.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

HIST 1110: American History 2

3.00 credits (3.00 lec)

American History 2 surveys the history of America from the 19th to the 20th century, with emphasis on the Civil War, Social and cultural history of the 19th and 20th centuries, the Great Depression of the 1930s, race relations, and the war in Vietnam.

Fulfills MnTC Goal Areas 5 and 7.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

HIST 1200: European History 1
3.00 credits (3.00 lec)
This course provides a comprehensive survey of Greek and Roman histories and societies, the legacy of ancient societies in terms of Greece and Rome, and the impact on the development of European History. The course covers the Mycenaeans and Archaic, Classical and Hellenistic Greece. As part of this course, late pre-Christian Celtic and late pre-Christian Germanic societies will be discussed.
Fulfills MnTC Goal Areas 5 and 7.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

HIST 1210: European History 2
3.00 credits (3.00 lec)
This course covers the Early Middle Ages (500 A.D.) and the emergence of Western Europe; the High and Late Middle Ages; the Renaissance; the Reformation and the Christian Church; European Expansion; the roles of Spain, France, Holland, and England; the Scientific Revolution; and the eve of the French Revolution. As part of this course, social development and history will be explored and the European relationships with the Byzantine, Islamic, Native American and West African civilizations will be discussed.
Fulfills MnTC Goal Areas 5 and 7.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

HIST 1300: African-American History 1
3.00 credits (3.00 lec)
This course examines the African experience in the Americas from the pre-Columbian era to the Civil War. This includes African civilizations and their cultural characteristics, the formation of capitalism and its slavery roots, and the development of racialistic structures. Included will be issues of cultural hegemony, states' rights and the Civil War. The progressive attempts by African-American men and women and their Native American and Caucasian allies to obtain freedom and to gain their political rights will be explored.
Fulfills MnTC Goal Areas 5 and 7.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

HIST 1310: African-American History 2
3.00 credits (3.00 lec)
This course examines the Reconstruction and Post-Reconstruction issues experienced by African-Americans. The course focuses on African-American support for invention, the legacy of inventions, business and economic expansion, and labor issues that affect family stability in the present. In addition, the roots and development of the Civil Rights Movement will be explored in the context of the legal and social segregation in the United States.
Fulfills MnTC Goal Areas 5 and 7.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

HIST 1320: African Historical Experience and Legacy in Latin America
3.00 credits (3.00 lec)
This course examines the political, economic, social and cultural aspects of the African experience in Latin America. Included in this survey are the rise of capitalism and the legacy of music, art, performance art, political activity, and social fabric.
Fulfills MnTC Goal Areas 5 and 7.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

HIST 1500: Native American History
4.00 credits (4.00 lec)
This course is an introduction to the history of Native Americans from the pre-Columbian period to the present, with special emphasis on Native Americans in Minnesota. This approach to history is multidimensional with emphasis on oral history: personal history, through memoirs and speeches; tribal history, by focusing on the history of one reservation; and international history, by focusing on government policies and Indian experiences.
Fulfills MnTC Goal Areas 5 and 7.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

HIST 1510: Caribbean History
2.00 credits (2.00 lec)
This course is a survey of the four major eras in the Caribbean's multicultural history: Pre-Hispanic indigenous people—Ciboney, Carib, Taino/Arawak (pre-European history–15th century); African slave trade, Asian indentured servant and plantation economics (16th to the 19th centuries); and fragmented nationalism in the contemporary Caribbean (20th century).
Fulfills MnTC Goal Areas 5 and 7.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

HIST 1520: History of Mexico

3.00 credits (3.00 lec)

This course is a broad survey that examines the political, economic, social and cultural aspects of the Mexican historical experience from its Native American roots to the present.

Fulfills MnTC Goal Areas 5 and 7.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

HIST 1600: History of Work and American Workers

3.00 credits (3.00 lec)

This course is a survey of the labor history of work and workers and of how it has been transformed by class, race and gender over the course of American history. Beginning with indigenous American Indian cultures and ending with the global capitalist economy of the present, this course examines how economic, technological, political, social, and cultural forces, including sexism and racism, interacted to change work and U.S. society. The course also looks at how different groups of working people, women and men of diverse ethnic and racial backgrounds, struggled to organize and respond to the changes going on around them.

Fulfills MnTC Goal Areas 5 and 7.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

HIST 2241: Women in Early America

3.00 credits (3.00 lec)

This course studies women's experience from the 1600s to the Civil War. Major themes include: women writing and publishing the debates about democracy; women's work during the Revolutionary War; resistance to colonization by indigenous women of Seminole, Creek, Cherokee and Anishinabe nations; women's founding of community service, educational and reform organizations; and women's leadership from the 1830s through the 1860s in the social movement to abolish slavery. The class will read original documents (biography, letters, newspapers, speeches and pamphlets) to interpret the laws intended to keep women in slavery and indentured servitude. Students will discover how women created resistance and fought for justice.

Fulfills MnTC Goal Areas 5 and 9.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

HIST 2242: Women in Modern America

3.00 credits (3.00 lec)

This course explores women's leadership on the civic stage from 1865 to the present. Major themes include leadership in passing civil rights amendments to the Constitution; Women's Christian Temperance Union, the moderate reformers who built communities all over America; the radical women who ran for local, state, and national political office; women's leadership for economic justice in Minnesota from the 1860s–WWI; Nonpartisan Leaguers and Farmer Laborites 1924–1944; leadership in the development of mothers' pensions and welfare; women in the Holocaust; women fighters in the Civil Rights Movement; indigenous women in struggle; and the idealists of the 1960s and 1970s. The extensive use of original documents for reading and discussion will enhance students' skills in the interpretation of historical documents.

Fulfills MnTC Goal Areas 5 and 9.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

HIST 2243: Contemporary China: from 1949 to present

3.00 credits (3.00 lec)

This course introduces students to the study of contemporary China, wherein they will examine the changes that have shaped the People's Republic of China (PRC) from the Communist Revolution under the leadership of Mao Zedong through Deng Xiaoping's economic revolution to the present. Students will explore the following aspects of China's history: the Communist (CCP) Revolution and establishment of the PRC; the Nationalist (KMT) exit to Taiwan and establishment of the Republic of China (ROC); the Great Proletarian Cultural Revolution; Deng Xiaoping's reforms—the "four modernizations"; the democracy movement and the events at Tiananmen Square on June 4, 1989; recent social, cultural, economic changes; and China's growing presence in this 21st-century world.

Fulfills MnTC Goal Areas 5 and 8.

Prerequisite: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; ENGL 1110 recommended. Intro course in Social Sciences or HIST 1000 or HIST 1010 or HIST 1020.

HIST 2998: Directed Study

Prerequisite: One course in HIST.

Homeland Security Specialist

HLSC 1000: Introduction to Homeland Security
3.00 credits (3.00 lec)
This course will present the background and purpose of "homeland security," including an historical perspective of federal and state agencies that lead up to the current state and the development of the Department of Homeland Security. Students will examine the parts of the department, how they interrelate, and their purpose in responding to both natural and man-made disasters. Students will assess the role of Homeland Security in protecting the country from threats both within and without its borders.
Prerequisite: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

HLSC 1110: Emergency Management Systems
3.00 credits (3.00 lec)
This course will introduce students to the emergency management systems in place in both the state of Minnesota and the federal government, exploring the intricacies of an integrated system dependent on teamwork. Students will critique these systems and develop creative ideas for improving emergency management systems.
Prerequisite: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

HLSC 1220: Hazardous Materials Awareness
3.00 credits (3.00 lec)
In this course, students will gain an understanding of the potential hazardous materials problem at local, state and federal levels. They will examine the ways to recognize and identify the presence of hazardous materials and how to determine the material's harmful characteristics through the use of several identification strategies. They will also explore the concepts of contamination and decontamination, personal protective gear, evacuation, and responsibilities of first responders.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

HLSC 1330: GIS for Homeland Security
3.00 credits (3.00 lec)
Geographic Information Systems (GIS) technology for Homeland Security is mission critical in supporting our nation's Homeland Security efforts to protect life, property and infrastructure. Students will receive an overview of how GIS systems can be used to help institutions and businesses at the local, state, and federal levels collect and analyze information to provide a common operating picture for emergency and crisis management. They will work in project teams to utilize GIS data to create response plans for strategic planning or tactical operations as needed.
Prerequisite: HLSC 1000.

HLSC 1400: Emergency Management Command and Control
3.00 credits (3.00 lec)
This course will equip students with the skills required to function within the current incident management systems that exist at the county and state levels. By examining the concepts of command and control, they will analyze the Minnesota Incident Management System. Students will focus on how that system interacts with the federal system and the Minnesota Emergency Operations Center.
Prerequisites: HLSC 1000 and HLSC 1110.

HLSC 2200: Terrorism and Emergency Management
3.00 credits (3.00 lec)
This course is designed to prepare students acting as first responders at the scene of a potential terrorist incident. The course will provide a general understanding and recognition of the terrorist threat, defensive considerations, as well as command and control issues associated with criminal incidents. Students will be able to implement self-protective measures, secure the scene, complete appropriate notifications to authorities, and assist in a smooth transition from emergency to recovery and termination of the incident.
Prerequisite: HLSC 1110.

HLSC 2220: Hazardous Risk Assessment
3.00 credits (3.00 lec)
In this course, students will demonstrate the skills necessary to assess the risks hazardous to persons and property at a variety of sites, including business, school, industrial, and residential. These skills will include general target hardening, personal security, hazardous materials and OSHA issues.
Prerequisite: HLSC 1220.

HLSC 2330: Crisis Management, Recovery and Continuity
3.00 credits (3.00 lec)
This course will introduce the concept of managing a crisis situation with a goal of recovering and continuing vital services. These services will include government services, utilities, public works (water, sewer, roadways, etc.), police and fire protection, medical services, food distribution, and vital business and industrial output.
Prerequisite: HLSC 1400.

HLSC 2440: Weapons of Mass Destruction
3.00 credits (3.00 lec)
In this course, students will be presented with the concept of weapons of mass destruction and their different forms and threats (radiological, chemical, biological, pathogens, explosive devices, etc.). Strategies used to prevent the use of these weapons, responding to their use, mitigating loss of life and property, and planning will be analyzed.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

HLSC 2500: Homeland Security Contingency Planning

3.00 credits (3.00 lec)

Students will be introduced to the planning process of Homeland Security and disaster management; be able to identify the necessary elements of a sound contingency plan for different segments of a community, including government, essential services, business and industry, as well as the general citizenry; and create a model plan.

Prerequisite: HLSC 2330.

HLSC 2550: Homeland Security Practicum

3.00 credits (3.00 lec)

This course provides students with the opportunity to observe and apply the skills learned in the program courses. Through on-site visits to emergency operations centers, 9-1-1 communications centers, emergency hospital triage areas, and other critical locations involved in emergency operations, students will record and analyze their observations and present an oral and written summary of their findings. Other strategies for observation and fact finding will include interviews with emergency operations managers, planners, and others directly involved in Homeland Security and disaster management, or participation in disaster-management exercises.

Prerequisite: Instructor approval.

Honors

HONR 2000: What Is Health? Wellness in a Multicultural World

3.00 credits (3.00 lec)

This course offers students the opportunity to explore the topic of health and wellness via three disciplines: biology, the humanities, and literature. This interdisciplinary approach will include a look at traditional Western ideas about health and compare/contrast those ideas with multicultural/alternative/nontraditional approaches to what it means to be a healthy human being. Sustainable wellness and spirituality in health will also be addressed.

Fulfills MnTC Goal Areas 3 and 8.

Prerequisites: ENGL 1111; INFS 1000; and completion of at least 12 college-level credits with a GPA of 3.5.

Human Services

HSER 1001: Introduction to Human Services and Career Assessment

4.00 credits (4.00 lec)

This course combines a basic overview of human services knowledge with self-assessment exercises to help students evaluate their choice to work in the helping professions. Topics include the human services field and profession, the history of human services, future trends, multicultural perspective, an overview of social policy, and the social welfare system. This knowledge is combined with exercises, some small group work, and experiential learning to help students assess their personal attitudes, values, and interests in the field. Commuity service project outside of class may be required.

Prerequisites: Placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

HSER 1002: Multicultural Aspects of Human Services

2.00 credits (2.00 lec)

This course focuses on the knowledge, skills and attitudes that human service students need in order to work effectively in culturally diverse communities. Included is an overview of the dynamics of privilege and discrimination as they affect human services. Using the diversity represented in the class, students explore their own and each others' cultural identities, values, attitudes, and behaviors. They learn how to assess the impact of cultural differences in human service situations and how to adjust communication, goals, and services to meet the needs of people with whom they work.

Prerequisites/Corequisites: HSER 1001 and placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

HSER 1003: Systems of Change and Intervention

3.00 credits (3.00 lec)

This course provides theoretical and personal exposure to the process of change in systems at the individual, family, institutional, and community levels. Students will study theories of change from a "systems" perspective. A process of understanding/joining systems to access growth before challenging/confronting them will be emphasized. Students will learn to apply theories of systems development to assess strengths and obstacles to growth, developing a personal "self-care" plan for their own growth and change. Several specific examples of community crises will be studied to illustrate an overall perspective of change. Teams of students will apply course perspectives to target populations (e.g., people struggling with homelessness, alcohol or drug addictions, domestic abuse, or immigrant/refugee status) and discuss implications for change.

Prerequisites/Corequisites: HSER 1001 and placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

HSER 1004: Individual Counseling Skills

4.00 credits (4.00 lec)

In this course, students are introduced to a microskills model for learning beginning-level counseling skills. The model emphasizes joining, challenging, and addressing problem-management stages in addition to responding to interpersonal communication style differences. Students will practice skills in small groups in class supervised by the instructor and in videotaped role-plays, which are critiqued in class by the instructor and peer evaluator groups. By the end of the course, students will use the skills effectively to conduct basic counseling interviews. Lab time required outside of class.

Prerequisites/Corequisites: HSER 1001, HSER 1002 and placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051 and lab practice required out of class.

HSER 1051: Current Issues in Human Services

1.00 credit (1.00 lec)

This course systematically examines a current issue (often a problem or target population) in the field of human services that is timely and important. The course will offer a definition of the topic, historical background, current data and research on the topic, and possible solutions and action plans if a problem has been defined. These Human Services elective courses are offered occasionally with varied issues as the focus.

Prerequisites: Placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

HSER 1052: Current Issues in Human Services

1.00–2.00 credits (1.00–2.00 lec)

This course systematically examines a current issue (often a problem or target population) in the field of human services that is timely and important. The course will offer a definition of the topic, historical background, current data and research on the topic, and possible solutions and action plans if a problem has been defined. These Human Services elective courses are offered occasionally with varied issues as the focus.

Prerequisites: Placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

HSER 1110: Working with Youth

2.00 credits (2.00 lec)

This course focuses on the knowledge, skills and attitudes necessary for human services students to work effectively with youth. Included is an overview of basic human behavior relative to youth, youth leadership, basic methods of counseling and youth advocacy with an emphasis on individual values as they relate to working with youth. If registering for HSER 1110, students must register for HSER 1120 at the same time. If registering for HSER 1120, they must register for HSER 1110 at the same time. HSER 1110 and HSER 1120 are concurrent courses and must be taken together. Must be taken pass/fail.

Prerequisites: Placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

Corequisite: HSER 1120.

HSER 1111: Using Personality Types in Human Services

2.00 credits (2.00 lec)

This course provides theory and practice using a variety of orientations to personality style. Students will use personality style theory to look at what their own style might be, their strengths and weaknesses, and possible applications of each theory in human services work. The course will encourage students to see power in recognition of diversity among personality styles.

Prerequisites: Placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

HSER 1120: Youth Field Experience

2.00 credits (2.00 lec)

This course provides opportunities for students to observe, apply, and reflect on concepts and knowledge gained in the corequisite course HSER 1110, Working with Youth, and to explore youth work as a career. Students are placed in a youth-serving community agency, supervised by an experienced youth work professional and an MCTC Human Services faculty advisor. In addition, students meet weekly with the faculty advisor to process their experiences. If registering for HSER 1110, students must register for HSER 1120 at the same time. If registering for HSER 1120, they must register for HSER 1110 at the same time. HSER 1110 and HSER 1120 are concurrent courses and must be taken together. Must be taken pass/fail.

Corequisites: HSER 1110; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

HSER 2001: Introduction to Group Skills

3.00 credits (3.00 lec)

This course provides theory and supervised practice in group counseling. Topics include types and purposes of groups, group process, forming a group, group stages and stage-appropriate group leadership skills, membership issues, and professional and ethical group conduct. Class members will participate in a group as members and as co-leaders. Students will study and practice basic communications skills to improve their listening and verbal skills in a group.

Prerequisites: HSER 1001, HSER 1002, HSER 1004 passed with at least a "C" grade and placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

Prerequisite/Corequisite: HSER 1003.

HSER 2002: Case Management Skills

4.00 credits (4.00 lec)

This course introduces and provides practice in a case management model, including intake, assessment, goal-setting, referral, clinical writing, record-keeping and evaluation. Students will create case files. Ethical guidelines and use of the Diagnostic and Statistical Manual (DSM—IV) are discussed.

Prerequisites: HSER 1001, HSER 1002, HSER 1003, HSER 1004 (passed with at least a "C" grade) and placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

HSER 2003: Internship Assessment and Preparation

1.00 credit (1.00 int)

In this course, faculty evaluate students' readiness for internship and guide them in selecting internship sites for the next semester. Students will examine their strengths and areas for improvement as potential human service workers, develop goals and criteria for internship site selection, and interview at a variety of possible community sites. At the end of this course, they must choose and be accepted by an appropriate internship site approved by program faculty. Students must earn at least a "C" grade in this course in order to be eligible for internship the following semester. All students are required to complete a criminal background study through the Minnesota Department of Human Services.

Prerequisites: HSER 1001, HSER 1002, HSER 1003, HSER 1004. Prerequisites/Corequisites: HSER 2001, HSER 2002. A grade of at least "C" is required in HSER 1004, HSER 2001, HSER 2002. Intention to enroll in HSER 2004 and HSER 2005 next semester.

HSER 2004: Internship

6.00 credits (6.00 int)

This course is a capstone off-campus, experiential-learning, component of the Human Services program. Students will now spend 225 hours at the human services internship site they selected during HSER 2003. Interns are supervised by experienced professionals in the field and evaluated by field instructors from the HSER program. As an intern, students will apply and enhance their knowledge and skills learned in the program.

Prerequisite: HSER 1001, HSER 1002, HSER 1003, HSER 1004, HSER 2001, HSER 2002, HSER 2003. A grade of at least "C" is required in HSER 1004, HSER 2001, HSER 2002 and HSER 2003.

Corequisite: HSER 2005.

HSER 2005: Internship Seminar

1.00 credit (1.00 int)

This course is a biweekly meeting on campus for students in Human Services 2004: Internship in Human Services. Its purpose is to be a supportive forum for students and MCTC field instructors to discuss internship progress and concerns, and to explore common issues in the field.

Prerequisites: HSER 1001, HSER 1002, HSER 1003, HSER 1004, HSER 2001, HSER 2002, HSER 2003. A grade of at least a "C" is reguired in HSER 1004, HSER 2001, HSER 2002 and HSER 2003.

Corequisite: HSER 2004.

HSER 2998: Directed Study

Prerequisites: One course in HSER and placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

Information Studies

INFS 1000: Information Literacy and Research Skills

2.00 credits (1.00 lec/1.00 lab)

This course is an introduction to information skills including an understanding of how information and knowledge are produced and organized within a societal context; how to organize a strategy for finding information; how to use print and electronic sources including the Internet to locate information; and how to evaluate information found. This course fulfills the information literacy graduation requirement for students seeking an A.A. degree.

Fulfills MnTC Goal Area 2. For technical programs.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

INFS 1005: Seeking and Evaluating Information

1.00 credit (1.00 lec)

This course teaches students how to develop search terminology and search strategies. They will learn how to apply the terminology and strategies to search library databases and the Internet; how to use search techniques like Boolean operators, proximity locators, and wildcards, which will aid them in locating information efficiently; and how to evaluate information and technical programs. The course DOES NOT fulfill the information literacy requirement for students seeking the A.A. degree.

Fulfills MnTC Goal Area 2. For technical programs.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052, or instructor approval.

INFS 1100: Introduction to Information Science and Information Agencies

3.00 credits (3.00 lec)

This course surveys the history, organization, services, personnel and functions of libraries and information agencies in the United States. Students are introduced to the major theories and ideas in the field of information science, as well as job opportunities in information agencies.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051, or instructor approval.

INFS 1200: Introduction to Technical Information Services

3.00 credits (3.00 lec)

This course surveys all aspects of technical services, including: acquisitions, bibliographic control (cataloging and classification), serials management, government documents, repair and maintenance of resources, library automation, and basic budget management. Emphasis will be placed on the philosophy, policies, and procedures of each service area and how they interrelate. Instruction in the use of automated technical services database systems will be provided.

Prerequisite or Corequisite: INFS 1100, or instructor approval.

INFS 1300: Introduction to Public Information Services

3.00 credits (3.00 lec)

This course surveys all aspects of public services including: circulation, interlibrary loans, reserves, reference and research services, and children's and young adult services. Emphasis will be placed on the philosophy, policies, and procedures of each service area and how they interrelate. Instruction in the use of automated circulation systems and electronic databases will be provided.

Prerequisite or Corequisite: INFS 1100, or instructor approval.

INFS 2200: Introduction to Cataloging

3.00 credits (3.00 lec)

This course provides an introduction to the cataloging and classification of information resources, including books, periodicals, audiovisual, computer software, CD-ROM, and Internet materials. Emphasis will be placed on the use of MARC records for copy cataloging. Students will be introduced to AACR2 and the use of the Dewey and Library of Congress classification schemes. Students will also be taught how to use Library of Congress Subject Headings and other controlled vocabularies to enhance ease of access to information.

Prerequisites: INFS 1200, or instructor approval.

INFS 2210: Introduction to Indexing and Abstracting

3.00 credits (3.00 lec)

This course provides an introduction to indexing and abstracting theory and practice. The course will cover the indexing and abstracting of traditional print resources as well as online and Web-based material. Students will be introduced to CORC and the Dublin Core for indexing information on the World Wide Web, and to ANSI and other standards for indexing and abstracting. Concepts of metadata, language control, quality and searching implications will be emphasized.

Prerequisites: INFS 1200, or instructor approval.

INFS 2300: Online Searching and Reference Services

3.00 credits (3.00 lec)

This course provides hands-on training in the understanding and use of Web-based reference databases in providing quality reference services to the public. Students will learn reference interview skills and advanced database-searching skills. They will learn how to assess information for quality and match information to a user's need.

Prerequisites: INFS 1300, or instructor approval.

INFS 2500: Information Ethics and Legal Issues

3.00 credits (3.00 lec)

This course introduces students to the ethical and legal theories related to information, and the issues connected to the use and dissemination of information in libraries. Students will learn ethical and legal theories; professional ethics and law; copyright and intellectual property; and security and privacy issues.

Prerequisites: INFS 1200 and INFS 1300, or instructor approval.

INFS 2510: Necessary Illusions: A Critical Introduction to the Information Age

3.00 credits (3.00 lec)

This course explores the theories and definitions of the "Information Age" from a critical perspective. The course exposes the myths surrounding the Information Age and places it in the context of advanced industrial capitalism. The course will focus on issues of privacy and surveillance in a free society, the implications of mass media ownership by large corporations, and the role of the alternative press in a democratic society.

Fulfills MnTC Goal Area 9.

Prerequisite: ENGL 1110.

INFS 2520: Alternative Knowledge: How Radical Ideas Are Communicated in Society

3.00 credits (3.00 lec)

This course examines the role of dissident knowledge in shaping and influencing a democratic society. Students will be introduced to communication theories; the role of propaganda and consent in a democratic society; and how "mainstream" and "alternative" ideas shape our world views. The course will expose students to specific dissident communities and ideas from the 18th, 19th, and 20th centuries in the areas of politics, economics, and cultural and religious life.

Fulfills MnTC Goal Areas 5 and 9.

Prerequisite: ENGL 1110.

INFS 2600: Ideas, Censorship and Politics:
3.00 credits (3.00 lec)
This course provides an introduction to print culture and the role of print media in the cultural and political life of communities throughout the world and throughout time. Students will explore intellectual history and the role of the printed word in shaping culture; concepts such as censorship, bibliocide, and libricide (the destruction of books and libraries); and the history of scholarship and knowledge production.
Fulfills MnTC Goal Areas 5 and 8.
Prerequisite: ENGL 1110.

INFS 2900: Library/Information Agency Internship
4.00 credits (4.00 int)
The internship provides structured on-the-job training in a library or information agency. Students will work at an approved library or information agency with an assigned site supervisor. In addition to the supervised on-the-job training, students will meet as a group with the instructor for a 90-minute seminar biweekly. Course must be taken pass/fail.
Prerequisites/Corequisites: INFS 2200 or INFS 2210, INFS 2300.

Information Technology

ITEC 1100: Information Technology Concepts
2.00 credits (1.00 lec/1.00 lab)
This course provides an overview of the business data processing environment. Topics include computer hardware, software, input and output, the central processing unit, information storage and file processing, data communications, systems analysis, the computer programming process, programming languages, personal Information Technology, and issues and trends. If entering the Information Technology programs, students have the option of testing out of ITEC 1100 through successful completion of an online examination for credit.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0080 or completion of MATH 0070.

ITEC 1110: Information Technology Skills
2.00 credits (1.00 lec/1.00 lab)
This course provides students with an overview of skills they will need to communicate as IT professionals. It covers computer skills that introduce them to word processing, graphics, databases, spread sheets, business presentation programs, and Internet applications. This course is Web assisted. If entering the Information Technology programs, students have the option of testing out of ITEC 1110 through successful completion of an online examination.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0080 or completion of MATH 0070.

ITEC 1150: Programming Logic and Design
3.00 credits (2.00 lec/1.00 lab)
This course is a prerequisite for all computer programming courses and a required course for the Computer Support and Network Administration program. Students will learn the basic principles of problem analysis, algorithm development, language selection, and program design and development. They will develop documentation and design logical solutions through flowcharting and pseudocode. MS Visual BASIC is used to develop simple applications. No prior computer programming experience is necessary. If entering the Information Technology programs, students have the option of testing out of ITEC 1150 through successful completion of an online examination.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0080 or completion of MATH 0070.

ITEC 1250: Microsoft Windows Operating Systems
3.00 credits (2.00 lec/1.00 lab)
This course introduces students to the most important topics of the Windows Operating (OS) Systems, beginning with the desktop, property, recycle bin and online help. They learn to customize the desktop, work with drives, folders, and files, and use Find and Windows Explorer. Students are also introduced to more advanced topics, such as troubleshooting Windows OS, working with a startup disk, using DOS with Windows, implementing a backup strategy, and optimizing disks with Scan Disk/Disk Cleanup and Disk Defragmenter; learn to work with applications, use object linking and embedding, and use the connectivity features of Windows OS with networks; and use basic DOS commands to understand the interaction between the user and the PC for command line language OS. This is a lecture and hands-on tutorial-based course. If entering the Information Technology programs, students have the option of testing out of ITEC 1150 through successful completion of an online examination.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0080 or completion of MATH 0070.

ITEC 1310: Microcomputer System Maintenance
4.00 credits (3.00 lec/1.00 lab)
This course provides the operation, diagnosis, troubleshooting and simple maintenance of microcomputer components. Students will learn hardware compatibility, system architecture, disassembly and reassembly of a personal computer, and installation of fixed and diskette units, memory chips, and circuit cards into expansion slots for use as emulators, fax/modems, and network adapters. Furthermore, students will learn about input devices, video displays, modems, printers and multimedia.
Prerequisites: ITEC 1100, ITEC 1110, ITEC 1250.

ITEC 1375: Database Design and Implementation

4.00 credits (3.00 lec/1.00 lab)

This course will help students learn to design, implement and manage database systems, teaching them database fundamentals and design, data storage and retrieval techniques, security, normalization, and administration of a database management system. Students will reinforce these concepts by creating, maintaining, and naturalizing data using individual and group hands-on lab exercises.

Prerequisites: ITEC 1100, ITEC 1110 and ITEC 1150.

ITEC 1425: Data Communications

4.00 credits (3.00 lec/1.00 lab)

This course provides an introduction to data communications in business and industry. Students will gain an understanding of data communications, terminals, modems, multiplexers, wire-based media, wireless transmission, optical transmission, satellite communication, protocols, flow control, error detection and correction, communications software, network topologies, local and wide-area networks, intranets, Internets, PC software, browsers, network architectures, ISDN< ATM, and network design and management. Furthermore, during lab, students will participate in projects in data communication applications, configure and install a modem, dial-up an information service, download files, transfer files between PCs, operate a PC remotely and more.

ITEC 1460: SQL Server Database Design and Implementation

4.00 credits (3.00 lec/1.00 lab)

The course builds on SQL Server database knowledge to help students prepare for database certification. They will gain hands-on design experience and develop databases using the Microsoft SQL Server relational database management system; gain an understanding of the product's architecture; and, through the accompanying labs, attain experience with procedures to plan, configure, and implement database solutions and cover all other objectives of the industry certification exam.

Prerequisite: ITEC 1375.

ITEC 1465: MySQL Database Design and Implementation

4.00 credits (3.00 lec/1.00 lab)

This course is an introduction to the open source MySQL relational database software. Students will install and configure the database software and a query tool in one or more operating system environments e.g. MS Windows, Linux. No prior database experience is necessary. They will learn to use the power of the MySQL dialect effectively and efficiently. Beyond developing queries and views, you will study issues of data security and integrity.

Prerequisites: ITEC 1100 and ITEC 1110.

ITEC 1475: Linux System Administration

4.00 credits (3.00 lec/1.00 lab)

This course provides hands-on, task-oriented projects, useful tips, and technical information to get students started using the Linux operating system. They will learn elementary operating system tasks, such as logging on and creating files, to advanced techniques, system commands, and operating system installation and configuration.

Prerequisites: ITEC 1100, ITEC 1110, ITEC 1150 and ITEC 1425.

Corequisite: ITEC 1425.

ITEC 1555: Web Programming

4.00 credits (3.00 lec/1.00 lab)

This course will help students learn to develop webpages using HTML including hyperlinks, images, lists, tables, style sheets, forms and frames. Furthermore, they will program in JavaScript and perform simple programming tasks. As the culminating activity, students will develop a final project in which they create a website on the Internet, using what they learned during the course.

Prerequisites: ITEC 1100, ITEC 1110, ITEC 1250 and ITEC 1150.

ITEC 1585: E-Commerce Development and Implementation

4.00 credits (3.00 lec/1.00 lab)

This course explores e-commerce applications of the Internet and intranets and the ways they can be used for business operations, management, marketing, and secure financial transactions. Students will learn about Web-authoring theory and practice and also address legal and ethical questions. Furthermore, they will explore issues related to e-business implementation. Topics include the role of competition, consumer and business relationship considerations, and strategies for integration to existing business operations and legacy systems. Students will study successful real-life implementations of e-business solutions.

Prerequisite: ITEC 1555.

ITEC 1700: Visual C#.NET 1

4.00 credits (3.00 lec/1.00 lab)

This is the first of two courses in C#.NET programming on PCs. C#.NET is a well-established programming language that is used for creating software applications on many kinds and sizes of computers. C was standardized by ANSI, the American National Standards Institute, in 1990. C++ builds upon the C language by adding object-oriented classes and methods. Students will enter code and create, test, and debug C#.NET programs. They will also write numerous short programs that demonstrate the abilities of the languages.

ITEC 1750: Visual BASIC .NET 1

4.00 credits (3.00 lec/1.00 lab)

This is the first of two courses in Visual BASIC programming on PCs. Visual BASIC is a high-level, event-driven programming language for use in the Windows operating system. Students will learn to enter code, manipulate Windows objects and apply object-oriented tools, which enable the building of custom visual applications with a familiar Windows "look and feel." Students will write, test and debug computer programs using Visual BASIC.

Prerequisite: ITEC 1150.

ITEC 1771: Java 1

4.00 credits (3.00 lec/1.00 lab)

Java 1 is a hands-on task-oriented course that teaches students how to utilize the Java Platform to implement market driven, Web-based applications. Students will learn how to create and run three common types of Java programs (applications, applets and servlets); how applications, applets, and servlets are similar and/or different; how to build a basic user interface that handles simple end-user input; how to read data from and write data to files and databases; and how to send and receive data over the network. This course takes students through the more common programming features available in the Java platform. They will submit their own design and implementation of Java programs for evaluation. Students should have some experience with other computer languages and be familiar with common programming concepts such as displaying text or graphics or performing simple calculations.

Prerequisites: ITEC 1100, ITEC 1150, ITEC 1250 or approval or department chair; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0080 or completion of MATH 0070.

ITEC 1865: Global IT Business: Emerging U.S.-India Partnerships

3.00 credits (3.00 lec)

This course provides the opportunity to learn about how businesses are adapting to expanding globalization of business processes and information technology applications. In particular, students will learn how Indian businesses are partnering with U.S. firms; the diverse industries affected by these relationships, and an in-depth analysis of the benefits, potential pitfalls, and solutions that are likely to emerge through the coming decade. Students will also address the need for innovation and development of niche industries to keep pace in a new world with a more level playing field. As part of the course, they will travel to HITEC City in Hyderabad, India and the IT centers in Bangalore, India. There are additional fees for travel.

ITEC 1950: Computer Telephony Integration

4.00 credits (3.00 lec/1.00 lab)

This course will teach students convergence technologies, giving them knowledge in both voice and data communications concepts and how the industry is implementing converged networks. Students will learn about data communications, telecommunications, computer telephony integration, local area networks, broadband technologies, and voiceover IP. Each module contains a final examination that will lead to a Certified Convergent Network Technologies (CCNT) certification at the course's completion. Exam costs are included in the price of the training kit.

Prerequisite: ITEC 1425.

ITEC 2075: Application Support and Resource Utilization

4.00 credits (3.00 lec/1.00 lab)

This course provides students the basics of user support for software, hardware and network through the utilization of important resources. They will develop skills in managing records; purchasing, negotiating and reviewing contracts; understanding and enforcing warranty and license agreements; developing procedures; shopping for the best price; and managing a budget. Students will learn to understand the needs of technical support personnel, sales people, managers and end users; learn to install and support applications on a computer, and how to design and implement a help desk and provide user assistance; and create a troubleshooting guide and user manual.

Prerequisites: ITEC 1100, ITEC 1110, ITEC 1150 and ITEC 1250.

ITEC 2245: Computer Gaming Design and Development

4.00 credits (3.00 lec/1.00 lab)

This course provides hands-on development of games. Students will survey a variety of software technologies relevant to games, including programming languages, scripting languages, operating systems, file systems, networks, simulation engines, and multimedia design systems. They will also study some of the underlying scientific concepts from computer science and related fields, including simulation and modeling, graphics, artificial intelligence, real-time processing, and game theory. Group projects will involve system implementation but emphasize design and use of existing tools and will require students to go through all phases of system conceptualization, specification, design, implementation, and evaluation.

Prerequisites: ITEC 1750, ITEC 1770, ITEC 1771 or ITEC 1555.

ITEC 2400: Visual C#.Net 2

4.00 credits (3.00 lec/1.00 lab)
This is the second of two courses in C# programming on PCs. In this course, students continue to enter code, create, test and debug C# programs, but stronger emphasis will be placed on learning the use of C# object-oriented programming techniques using concepts of inheritance and polymorphism. They will write programs that include arrays, pointers, complex operators, structures, classes and other complex data types; and analyze and design programs using object-oriented theory and techniques.
Prerequisite: ITEC 1700.

ITEC 2425: Infotech Project Management

4.00 credits (3.00 lec/1.00 lab)
This course helps students understand the importance of project management and its key role in the success of information technology projects. Students will develop their familiarity with various IT methodologies and industry-recognized project management terminology and techniques. In addition, this course includes various individual and group projects to prepare them to become productive project contributors within the Information Technology industry.
Prerequisites: ITEC 1100, ITEC 1110, ITEC 1150 and ITEC 1250.

ITEC 2450: Visual BASIC .NET 2

4.00 credits (3.00 lec/1.00 lab)
This is the second of two courses in Visual BASIC programming on PCs. Students will continue to write, test and debug computer programs using Visual BASIC. Programs written by them will include advanced techniques using dynamic link libraries, object linking and embedding, dynamic data exchange, dynamic controls and menus, and help screen development. They may also use Visual BASIC within the Microsoft Access database system.
Prerequisites: ITEC 1750.

ITEC 2541: Java 2

4.00 credits (3.00 lec/1.00 lab)
Java 2 is a hands-on, task-oriented course that teaches students how to implement advanced features and libraries of the Java Platform. This course includes coverage on multithreading in Swing programs, JDBC2, CORBA (security), the drag-and-drop mechanism, and the Java security model, as well as complex GUI components. The course also explores the design of the Java collections framework and shows how to use the fundamental data structures that the standard Java library supplies. In addition, this course provides coverage on networking and remote objects. Students will submit their own designs and implementations of Java programs for evaluation.
Prerequisite: ITEC 1771.

ITEC 2555: Web Client/ Server Programming

4.00 credits (3.00 lec/1.00 lab)
This course builds on students' knowledge of Web programming and covers advanced aspects of client-side Web programming. They will learn to implement server-side Web programming; learn about several popular scripting languages, build webpages that contain dynamic content, integrate existing data into a webpage and apply methods of gathering information from site visitors; and apply scripting with JavaScript and use XML, schemas, and XSL, using a task-based approach. This course will also introduce students to the concepts of server-side programming, as well as to several methods to help them build dynamic webpages. They will also apply methods for selecting and integrating data, using tools such as SQL Server and Coldfusion.
Prerequisite: ITEC 1555.

ITEC 2710: Microsoft Network Administration

4.00 credits (3.00 lec/1.00 lab)
This course provides students with the skills to plan for, install, configure and administer Windows network servers and Windows desktop clients. They will become familiar with the concepts and basic administration of a local area network and understand how various components work together to build a functioning network system. Additionally, students will learn how to plan for deployment, develop security strategies, work with group policies and user profiles, configure access control, configure resource sharing, manage hardware and media, use the registry, monitor performance, administer Active Directory, configure DNS & DHCP, optimize, and troubleshoot.
Prerequisites: ITEC 1100, ITEC 1110, ITEC 1250 and ITEC 1425.

ITEC 2775: Systems Analysis and Design

4.00 credits (3.00 lec/1.00 lab)
This course provides students with comprehensive and balanced coverage of systems analysis and design. The content of the course and built-in projects allow them to master the concepts and techniques from both the traditional, structured approach and the object-oriented approach to systems development. Students will learn to emphasize fundamentals of systems analysis, while addressing the diverse development environments of today.
Prerequisites: ITEC 1750, ITEC 1770, ITEC 1771 or ITEC 1555.

ITEC 2795: Web Server and TCP/IP Implementation

4.00 credits (3.00 lec/1.00 lab)
This course provides students with a comprehensive coverage of various aspects of a TCP/IP-based network environment and enhances knowledge of various Internet Web-server architectures and implementations. They will develop skills related to TCP/IP design, implementation and troubleshooting in the first part of the course. Topics include standards, addressing, subnetting, DHCP, DNS, WINS, routing, remote access, Web services interface and security. In the second part, students will plan, design, and implement various Web services on the Windows Server platform primarily using IIS, with the option of working with other Web-server platforms.

ITEC 2820: Wireless LAN/WAN Administration

4.00 credits (3.00 lec/1.00 lab)

This course provides a foundational understanding of the theoretical concepts of mobile and wireless technologies and helps develop skills associated with planning, designing, installing and configuring wireless LANs from the principal Wireless LAN vendors, and explores the interrelationship of their hardware, software, and applications. Students will develop understanding and skills related to current mobile technologies, along with their associated operating systems and standards. The future direction of the wireless and mobile devices, and the trend toward convergent technologies will also be covered.

Prerequisite: ITEC 2710.

ITEC 2855: Computer Forensics

4.00 credits (3.00 lec/1.00 lab)

This course provides a foundational understanding of the field of computer forensics and imparts basic forensic analysis skills. Students will gain forensics knowledge and skills on a foundation of operating systems administration and information security. They will cover a comprehensive range of topics, including survey of forensics tools, crime scene processing, evidence control and data gathering. In addition to computer forensics analysis concepts, students will gain insight into investigative techniques and expert witnessing as they apply to this specialized field.

Prerequisites: ITEC 2865.

ITEC 2865: Internet/Intranet Security: Implementation and Management

4.00 credits (3.00 lec/1.00 lab)

This course provides students with practical guidance in TCP/IP networking and cryptographic fundamentals, firewall technologies, access control services, communication security protocols for securing today's Internet applications, and public key infrastructures. They will build familiarity with the fundamentals of computer networks and distributed systems, cryptography and the use of crytographic protocols in networked and distributed systems. They will also be introduced to the principles and best practices of computer forensics.

Prerequisite: ITEC 2710.

ITEC 2880: Cisco Network Administration

4.00 credits (3.00 lec/1.00 lab)

This course provides students with the skills to manage Cisco LAN/WAN devices and environments through lectures, demonstrations, discussions, and hands-on labs. They will learn the OSI Reference Model, Cisco IOS commands, routing protocols such as RIP and IGRP, TCP/IP configuration and subnetting, router setup and configuration, network-switching concepts and configuration; and thet will also understand WAN configuration and services. In addition to learning through lectures, demonstrations and discussions, students will be using router simulator software and actual Cisco routers and switches during hands-on labs.

Prerequisites: ITEC 1100, ITEC 1110, ITEC 1250 and ITEC 1425.

ITEC 2890: Firewall Implementation and Management

4.00 credits (3.00 lec/1.00 lab)

This course provides the knowledge and skills needed to describe, configure, verify and manage various firewall products. Students will develop understanding and skills related to the configuration of inbound and outbound translations and connections, filtering, intrusion detection, failover handling, and the implementation of a virtual private network between sites. If entering this course, students are expected to have a working knowledge of network administration and a solid grasp of TCP/IP and fundamental security concepts.

Prerequisite: ITEC 2880.

ITEC 2895: Security Implementation and Risk Analysis

4.00 credits (3.00 lec/1.00 lab)

This course examines the principles, mechanisms, and implementation of network security and data protection with an emphasis on meeting business needs without compromising the integrity, availability, and confidentiality of data. Students will gain skills in creating security policies, doing business continuity and disaster recovery planning, and analyzing risk. They will also gain understanding of the 10 key cybersecurity CBK domains, including access control systems and methodology, cyberlaw, ethics, security models, cryptography, and operations security.

Prerequisite: ITEC 2710.

ITEC 2900: Information Technology Internship

2.00 credits (2.00 int)

In this internship, students will work and learn alongside computer professionals in an employer's workplace. This is an elective that requires advisor approval. This course is made available to Information Technology students nearing graduation who are not already employed in the computer field. Supervision is required. Students must complete at least 80 hours of supervised work and be enrolled in the last semester prior to graduation.

Prerequisites: Eligibility for graduation from a Information Technology program area. Faculty approval is required. Automobile transportation required for some sites. Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0080 or completion of MATH 0070.

ITEC 2910: LAN Implementation and Management

4.00 credits (3.00 lec/1.00 lab)

This course provides students with the skills to plan for, install, configure and administer Windows network servers and Windows desktop clients. They will become familiar with the concepts and basic administration of a local area network and understand how various components work together to build a functioning network system. Additionally, students will learn how to plan for deployment, develop security strategies, work with group policies and user profiles, configure access control, configure resource sharing, manage hardware and media, use the registry, monitor performance, administer Active Directory, configure DNS and DHCP, optimize, and troubleshoot.

Prerequisites: ITEC 1475 or ITEC 2710 or ITEC 2810.

ITEC 2915: A+ Certification Prep

2.00 credits (2.00 lec)

This course provides students industry certification-focused instruction on hardware, operating systems, and software fundamentals. They will apply content needed to pass the A+ Core exam and the latest coverage of memory, bus, peripherals, and wireless technologies for the A+ Operating Systems exam. If entering this course, students are expected to have a working knowledge of computer installation and systems maintenance.

Prerequisite: ITEC 1310.

ITEC 2920: Cisco CCNA Certification Prep

2.00 credits (2.00 lec)

This course provides students certification-focused instruction on installing, configuring, and operating, LAN, WAN, and dial access services for networks. Students will learn about various protocols and network technologies including IP, IGRP, Serial, Frame Relay, IP RIP, VLANs, RIP, Ethernet, and Access Lists. If entering this course, students are expected to have a working knowledge of Cisco switches and routers and TCP/IP; in the course, they will receive comprehensive instruction to prepare you for industry Cisco Certificate Network Associate (CCNA) certification.

Prerequisite: ITEC 2880.

ITEC 2925: Linux+ Certification Prep

2.00 credits (2.00 lec)

This course provides students certification-focused instruction on installation, operation and troubleshooting of Linux operating systems. They will learn about fundamental open source resources/licenses, demonstrate knowledge of user administration, understand file permissions/software configurations, and manage local storage devices and network protocols. If entering this course, students are expected to have a working knowledge of the Linux environment; in the course, they will receive comprehensive instruction to prepare them for industry Linux+ certification.

Prerequisite: ITEC 1475.

ITEC 2930: MCP Client and Server Certification Prep

2.00 credits (2.00 lec)

This course provides students certification-focused instruction on setting up and managing Windows 2000 Client and Server operating systems. They will learn about installing the Windows 2000 Server operating system; configuring the Active Directory; controlling access to system resources; configuring hardware devices and drivers; optimizing system performance, reliability, and availability; managing data storage and disks; configuring network connections; and implementing security. If entering this course, students are expected to have a working knowledge of the Windows client OS and Windows Server environment; in the course, they will receive comprehensive instruction to prepare them for the Microsoft MCP certifications for client and server.

Prerequisite: ITEC 2710.

ITEC 2935: Network+ Certification Prep

2.00 credits (2.00 lec)

This course provides students certification-focused instruction on networking administration and support. They will learn about media and topologies, protocols and standards, network implementation, and network support. If entering this course, students are expected to have a working knowledge of networking and data communications concepts; in the course, they will receive comprehensive instruction to prepare them for the industry Network+ certification.

Prerequisite: ITEC 1425.

ITEC 2945: Security+ Certification Prep

2.00 credits (2.00 lec)

This course provides students certification-focused instruction on general security concepts, communication security, infrastructure security, basics of cryptography and operational/organizational security. They will learn about managing and securing network services, network devices, and network traffic. If entering this course, students are expected to have a working knowledge of computer hardware, operating systems, and managing networks; in the course, they will receive comprehensive instruction to prepare them for the industry Security+ certification.

Prerequisite: ITEC 2865.

ITEC 2950: Information Technology Career Preparation

2.00 credits (2.00 lec)

This course helps graduating students prepare for entering the job market as computer programmers or computer support and network administrators. They will develop the skills and knowledge required to search for appropriate employment in their chosen computer field. Topics include self-assessment, rèsumé writing, advertisement terminology, letter writing and job search planning. Students are encouraged to network with other computer professionals by attending job fairs, computer user group meetings and computer conferences. Recommended for students in the final semester of the program.

Prerequisites: Eligibility for graduation from a Information Technology program area. Faculty approval is required. Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0080 or completion of MATH 0070.

ITEC 2955: SQL Server MCP Certification Prep

4.00 credits (3.00 lec/1.00 lab)

The course builds on SQL Server database knowledge to help students prepare for database certification. They will gain hands-on design experience and develop databases using the Microsoft SQL Server relational database management system; gain an understanding of the product's architecture; and, through the accompanying labs, attain experience with the procedures to plan, configure, and implement database solutions and cover all other objectives of the industry certification exam.

Prerequisite: ITEC 1460.

ITEC 2960: Wireless Professional Certification Prep

2.00 credits (2.00 lec)

This course provides students certification-focused instruction on RF behavior, and the features and functions of wireless LAN components. They will learn how to install, configure, and troubleshoot wireless LAN hardware peripherals and protocols. If entering this course, students are expected to have Network+, CCNA, CNA, or MCP certification or equivalent knowledge; in the course, they will receive comprehensive instruction to prepare them for Wireless Professional CWNA certification.

Prerequisite: ITEC 2820.

ITEC 2965: VB.Net MCP Certification Prep

2.00 credits (2.00 lec)

This course provides certification-focused instruction in the skills required for students to build IT applications for Windows Forms by using the Microsoft .Net Framework. The course will cover the major topics for Windows client application programming on the .Net Framework. If students are already familiar with VB.Net development, in the course, they will receive aggressive training to prepare them for industry certification.

Prerequisite: ITEC 2450.

ITEC 2970: Visual C# .Net MCP Certification Prep

2.00 credits (2.00 lec)

This course provides certification-focused instruction on the skills required for students to build IT applications for Windows Forms by using the Microsoft .Net Framework. The course will cover the major topics for Windows client application programming on the .Net Framework. If students are already familiar with C# .Net development, in the course, they will receive aggressive training to prepare them for industry certification.

Prerequisite: ITEC 2400.

ITEC 2975: Sun SCJP Java Certification Prep

2.00 credits (2.00 lec)

This course provides students certification-focused instruction on the syntax of the Java programming language; object-oriented programming with the Java programming language; creating graphical user interfaces (GUI), exceptions, file input/output (I/O), threads and networking. If students are already familiar with the Java Programming Language, in the course, they will receive aggressive instruction to prepare them for industry SCJP Java certification.

Prerequisite: ITEC 2541.

ITEC 2980: HTML/JavaScript Certification Prep

2.00 credits (2.00 lec)

This course builds on knowledge in HTML and JavaScript and provides certification-focused instruction on the skills required for students to use the features of the JavaScript language and design client-side, platform-independent solutions. This course also shows them how to correctly write JavaScript programs, script for the JavaScript object model, control program flow, validate forms, animate images, target frames, and create cookies. If students are already familiar with VB .Net development, in the course, they will receive aggressive training to prepare them for industry JavaScript certification.

Prerequisites: ITEC 1555.

ITEC 2981: XML Certification Prep

2.00 credits (2.00 lec)

This course builds on knowledge in XML and provides students certification-focused instruction on the skills required to build XML Web services and server components using Visual Basic .Net or Visual C# .NET. They will extend their 101/183 expertise through various skill-building exercises. If students are already familiar with XML, and either VB .Net development or Visual C#, in the course, the will receive aggressive training to prepare them for the industry MCAD certification.

Prerequisite: ITEC 2555, ITEC 2400 or ITEC 2450.

ITEC 2985: Project+ Certification Prep

2.00 credits (2.00 lec)

Building on students' project management knowledge and experience, this course provides certification-focused instruction on conflict resolution, negotiation, communication, team building/leadership, and setting and mapping expectations. The course will show them traditional project management practices, as well as the problem-solving and communications skills required by project managers involved in such varied projects as product development, software development/engineering, EFP, and IT. In the course, students will receive aggressive training to prepare them for the Project+ industry certification.

Prerequisite: ITEC 2425.

ITEC 2990: Ethical Hacking and Network Defense

4.00 credits (3.00 lec/1.00 lab

This course is an introduction to ethical hacking and security testing. Students will learn to use tools and techniques that ethical hackers and security testers use to discover vulnerabilities and offer solutions to protect computer networks. They will learn about security testing concepts, documentation of security tests, ethical and legal ramifications, and many others.

Prerequisite: ITEC 1425.

ITEC 2998: Directed Study

Prerequisites: One course in ITEC; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into MATH 0080 or completion of MATH 0070.

Japanese

JAPN 1000: Beginning Japanese 1
5.00 credits (5.00 lec)
Beginning Japanese 1 offers students the foundations for basic, contemporary, conversational Japanese. Students will learn practical vocabulary and conversational patterns; the Japanese syllabaries—hiragana and katakana—which will be gradually introduced; and, by the end of the term, they will be able to write basic sentences. Students will establish firm foundations for further development of their Japanese language skills.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

JAPN 1100: Beginning Japanese 2
5.00 credits (5.00 lec)
Beginning Japanese 2 offers a continuing foundation course for basic, contemporary, conversational Japanese. Students will further develop basic sentences and conversational patterns. They will also learn Kanji and Kanji compounds to expand their working vocabulary. Students will be prepared to effectively transfer to an intermediate-level course.
Prerequisites: JAPN 1000 or equivalent.

JAPN 2998: Directed Study
Prerequisite: One course in JAPN.

Jewelry

JLRY 1500: Jewelry Sawing/Soldering/Finishing
2.00 credits (2.00 lab)
This course profiles the construction of three pairs of earrings from sheet metal. Sawing pieces for hard silver soldering is demonstrated and practiced. Professional jewelry polishing equipment is introduced. This course has a lab fee.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

JLRY 1510: Basic Jewelry Chain Construction
2.00 credits (2.00 lab)
This course develops precision soldering and assembly skills. One neck chain and clasp, and one bracelet and box clasp are constructed from sheet metal and round wire. This course has a lab fee.
Prerequisites: JLRY 1500; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

JLRY 1520: Ring Construction/Sizing/Services
2.00 credits (2.00 lab)
This course profiles the construction of wedding bands, which incorporates the measuring of exact lengths for each individual size. Design applications are added to basic construction techniques. This course has a lab fee.
Prerequisites: JLRY 1500; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

JLRY 1545: Lost Wax Casting
2.00 credits (2.00 lab)
This course covers the basics of lost wax casting. The process of wax injection, button and tree spruing, investment mixing, burn-out, and centrifugal and vacuum casting are demonstrated and profiled. Students will inject, invest, and cast, approximately 100 rings and cast objects. This course has a lab fee.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

JLRY 1565: Silicone and Rubber Mold Making
2.00 credits (2.00 lab)
This course covers the process of jewelry duplication for mass production. Students will prepare and mold different objects using various mold-making products and techniques. They will learn to make silicone room-temperature vulcanization (RTV) and gum rubber molds. This course has a lab fee.
Prerequisites: JLRY 1500 or experience in trade; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

JLRY 1580: Wax Carving
2.00 credits (2.00 lab)
This course covers the basics of jewelry lost wax carving. The process of lay-out, carving, forming, and finishing are demonstrated and practiced. Students will carve seven wax objects. This course has a lab fee.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

JLRY 1595: Jewelry Repair
2.00 credits (2.00 lab)
This course involves approximately 30 different basic jewelry repairs. Ring-sizing, half-shanking, prong-tipping, chain repair and ring assembly are demonstrated and practiced on alloy practice rings. Students may also provide items for repair. This course has a lab fee.
Prerequisites: JLRY 1500 or instructor approval; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

JLRY 1605: Jewelry Special Orders
2.00 credits (2.00 lab)
This course covers the production process of jewelry making, pricing and marketing. Time and material records are kept to determine price and profit. The relationship between manufacturer and retailer is established. This course has a lab fee.
Prerequisites: JLRY 1500 or experience in trade; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

JLRY 1620: Jewelry Design
2.00 credits (2.00 lab)
This course is an introduction to jewelry design principles, practical rendering applications, the presentation of rendered jewelry ideas, and copyrighting and pricing procedures of jewelry designs. Students will render and submit a variety of different styles of jewelry designs using different media formats. This course has a lab fee.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

JLRY 1650: Lapidary
2.00 credits (2.00 lab)
This course is designed to introduce the basics of the art of cutting stones "en-cabochon." Students will learn about gem materials and their specific physical and optical properties that pertain to cutting cabochons. Each student will cut 10 required stones.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

JLRY 1680: Advanced Wax Carving
2.00 credits (2.00 lab)
This course explores several different methods of creating wax patterns to be cast. Carving and fabricating wax bezels and prong settings are taught. This course has a lab fee.
Prerequisites: JLRY 1580; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

JLRY 1695: Jewelry Manufacturing
2.00 credits (2.00 lab)
In this class, students will develop a jewelry product line. Cost factors as well as time considerations are profiled. Students will keep a log of expenses. Retail price structures are introduced. Industry standard practices are profiled and discussed. This course has a lab fee.
Prerequisites: JLRY 1500 or experience in the trade; and placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

JLRY 1700: Diamond Prong Setting
2.00 credits (2.00 lab)
This course profiles diamond prong setting. Various mountings are prepared and set with cubic zirconia stones. Stone-setting theory is diagrammed, demonstrated and practiced. Approximately 12 different setting styles are assigned. This course has a lab fee.
Prerequisites: JLRY 1500 or experience in the trade; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

JLRY 1710: Diamond Channel Setting
2.00 credits (2.00 lab)
This course covers the basics of diamond channel setting. The process of stone fitting, channel tightening, channel punching, filing and finishing are profiled. Students will practice channel settings in a variety of different mountings. This course has a lab fee.
Prerequisites: JLRY 1500 or experience in the trade; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

JLRY 1720: Diamond Plate Setting
2.00 credits (2.00 lab)
This course profiles diamond plate or bead setting. Various mountings are prepared and set with round cubic zirconia stones. Diamond setting gravers are assembled, sharpened and utilized in the process of bead raising and bright cutting. This course has a lab fee.
Prerequisites: JLRY 1500 or experience in trade; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

JLRY 1730: Bezel Stone Setting
2.00 credits (2.00 lab)
This course covers the basics of bezel stone setting. Students will learn stone fitting, bezel preparation, punch construction, tightening and finishing; practice bezel setting on various mounting styles; and become skilled at identifying different bezel settings, preparing various types of mountings, punch set bezel mountings and identifying various stone shapes. Industry standards will be introduced and be the standard for this course. This course has a lab fee.
Prerequisite: JLRY 1500.

JLRY 1810: Basic Gemology
3.00 credits (2.00 lec/1.00 lab)
This course provides a background for comprehensive understanding of gem materials. It teaches students how to identify the physical and optical properties of gems, and how to advise clients on the selection and best use of gems. This is a unit of loupe-based instruction. A text, notebook, loupe, locking tweezers and gemstone durability chart are mandatory. (Normal visual acuity and color perception are necessary.)
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

JLRY 1811: Advanced Gemology
3.00 credits (2.00 lec/1.00 lab)
This course covers advanced gemological studies and identification skills using instruments including the microscope, polariscope and refractometer. It examines treatments and enhancements, laser drilling and fracture filling, and assesses durability risks in various bench operations. (Normal visual acuity and color perception are necessary.)
Prerequisites: JLRY 1810 or instructor approval; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

JLRY 1820: Diamonds
3.00 credits (2.00 lec/1.00 lab)
This course offers an overview of diamonds' history, production and dollar volume. Students will evaluate the five C's of cut, color, carat weight, clarity and cost. Cutting, shapes and styles are discussed. Physical and optical properties are studied, along with durability, care and cleaning. Review of treatments will be encountered, including laser drilling and clarity enhancement. Damages, repair and re-cutting are discussed. A loupe, locking tweezers and text are mandatory. (Normal visual acuity and color perception are necessary.)
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

JLRY 1825: Diamond Grading
3.00 credits (2.00 lec/1.00 lab)
This course covers diamond instrumentation, vocabulary, techniques of the diamond grading and plotting processes, and FTC regulations concerning diamonds. (Normal visual acuity and color perception are necessary.)
Prerequisites: JLRY 1820 or instructor approval; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

JLRY 1830: Fundamentals of Retail Jewelry
3.00 credits (2.00 lec/1.00 lab)
This course provides a comprehensive background of information for the person preparing to work in the retail jewelry industry, with emphasis placed on different techniques of retail sales, visual merchandising, and policy and procedure for day-to-day store operations. (Normal visual acuity and color perception are necessary.)
Prerequisites: JLRY 1810 or instructor approval; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

JLRY 1900: Gemology for the Bench Jeweler
2.00 credits (1.00 lec/1.00 lab)
This course covers identification of the various aspects of the working properties of gemstones. Students will list the stones from the hardest and most durable to the softest and most vulnerable. Various jewelry repair and manufacturing techniques are detailed. Cleaning solutions as well as industry-standard equipment are demonstrated and maintained. Legal guidelines are profiled, and stone enhancements are documented. This course has a lab fee.
Prerequisite: JLRY 1500.

JLRY 1925: Portfolio
2.00 credits (1.00 lec/1.00 lab)
This course covers the selection, preparation, description and display of students' work. They will prepare and profile a comprehensive package of the jewelry projects and skill applications. The group of selected assignments students select will become a part of their rèsumés. Their completed portfolios can be used in a job search and interview process. This course has a lab fee.
Prerequisite: JLRY 1500.

JLRY 2080: Advanced Lapidary
2.00 credits (2.00 lab)
Students will focus on advanced lapidary cuts: tongues, bullets, tri-cab, bi-cabs and inlay into rings. The course is also an introduction to carving cabochon with diamond wheels and diamond carving points. Students will cut eight stones and inlay one ring.
Prerequisites: JLRY 1650; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

JLRY 2130: Advanced Projects 1
1.00 credit (1.00 lab)
This course covers the proposal, diagram and full process of producing a special jewelry project. A job sheet of documented time, as well as material and supply lists, will be submitted with the constructed piece for evaluation.
Prerequisites: JLRY 1500 or experience in trade; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

JLRY 2131: Advanced Projects 2
2.00 credits (2.00 lab)
This course covers the proposal, diagram and full process of producing a special jewelry project. A job sheet of documented time, as well as material and supply lists, will be submitted with the constructed piece for evaluation.
Prerequisites: JLRY 1500 or experience in the trade; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

JLRY 2132: Advanced Projects 3
3.00 credits (3.00 lab)
This course covers the proposal, diagram and full process of producing a special jewelry project. A job sheet of documented time, as well as material and supply lists, will be submitted with the constructed piece for evaluation.
Prerequisites: JLRY 1500 or experience in the trade; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

JLRY 2140-2142: Independent Study
2.00 credits (2.00 lab)
This course covers the proposal, diagram and full process of producing a special jewelry project. A job sheet of documented time, as well as material and supply lists, will be submitted with the constructed piece for evaluation.
Prerequisites: JLRY 1500 or experience in the trade; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

JLRY 2998: Directed Study
Prerequisites: One course in JLRY; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

Journalism

JOUR 1000: Introduction to Mass Communications
3.00 credits (3.00 lec)
This course introduces the history and development of the mass media, focusing on magazines, newspapers, books, radio and television. Students will learn communications theory and philosophies, including a review of the mass media in other countries; legal restraints and protections, particularly the First Amendment; advertising and public relations; technology and electronic news gathering; media ethics and the relation of the media to the political process; and the presentation of women and minorities in the media.
Fulfills MnTC Goal Area 9.
Prerequisites: Placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

JOUR 1100: Reporting and News Writing
3.00 credits (3.00 lec)
This course introduces the craft of news writing and reporting. Students will focus on traditional news values; the basic news article; investigative and feature reporting; hard and soft leads; sources, interviewing techniques and background research, including use of the Internet; broadcast journalism and electronic news gathering; and media ethics and the law, with emphasis on the First Amendment.
Prerequisite: ENGL 1110.

JOUR 1200: Newspaper Activity
2.00 credits (2.00 lec)
This is a hands-on journalism workshop. After considering traditional news values and the elements of the news story, Students may participate in the production of the College's newspaper. They will receive practical instruction in writing news stories and headlines, photography, layout, proofreading, copy editing, and advertising and distribution. Invited professional journalists will share their experience with the class. This class may be taken three times for a total of 6 credits.
Prerequisites: Placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

JOUR 2998: Directed Study
Prerequisites: One course in JOUR.

Law Enforcement

LAWE 1215: Police and Community
3.00 credits (3.00 lec)
This course addresses the effect-oriented aspects of contemporary law enforcement. Specific topics include crime prevention, police-community relations, ethical decision-making, cultural diversity, bias-motivated crimes and interpersonal communications.
Prerequisite: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

LAWE 1220: Juvenile Justice
3.00 credits (3.00 lec)
In this course, students will develop a knowledge of the Minnesota statutes relating to juveniles. They will explore the history and philosophies of the juvenile system, including theories related to causation and the effects of delinquency, as well as learn strategies for working with juveniles in the prevention of delinquency.
Prerequisite: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

LAWE 1250: Introduction to Corrections
3.00 credits (3.00 lec)
This is an introductory course designed to provide students with an overview of the problems and ethical dilemmas that face America's correctional system. The institution of corrections is not only a study of our prison system, it is myriad complex inter-relationships among many components and institutions of society. This course will uncover the factors that influence corrections, both those who work and administer in corrections and the forces outside of the corrections industry.
Prerequisite: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

LAWE 1270: Pre-POST Licensing

5.00 credits (5.00 lec)

This course is intended to provide students with the Minnesota Peace Officer Standards and Training (POST) Board learning objectives for Professional Peace Officer Education (PPOE) for Police and Community, Juvenile Justice, and Introduction to Criminal Justice. Students will learn the critical points of these subject areas to allow them to meet the prerequisites for admission to the Professional Licensing program at MCTC's Center for Criminal Justice and Law Enforcement. If they have not attended a POST Board-accredited PPOE, students must have already earned a minimum two-year degree from a regionally accredited school. If they are recent graduates of a POST Board PPOE, this course would be a good refresher in these subject areas prior to taking the POST Peace Officer Licensing Examination.

Prerequisites: Minimum two-year college degree from an accredited institution or completion of a Minnesota POST Board-certified PPOE.

LAWE 2225: Criminal Investigation

3.00 credits (3.00 lec)

This course provides learners with an overview of crime scene management techniques, as well as examining the scope and importance of preliminary investigations. Basic investigative techniques for crimes against property and crimes against persons are covered. Crime scene protection, collection and preservation of evidence, police report writing and other associated duties as they relate to the investigative process are provided. Open only to students admitted to the Professional Licensing program. Students will be required to take courses in a prescribed sequence.

LAWE 2230: Legal Issues and Law Enforcement

3.00 credits (3.00 lec)

This course reviews the criminal justice system and provides students with the ability to know, understand, explain and apply the highlighted section of the U.S. Constitution and the Minnesota Criminal Justice Code. An introduction to the laws relating to juveniles is included. Open only to students admitted to the Professional Licensing program. Students will be required to take courses in a prescribed sequence.

LAWE 2231: Minnesota Criminal and Traffic Codes

3.00 credits (3.00 lec)

This course is an overview of the Minnesota Criminal Code and Minnesota Traffic Laws. Emphasis is on coverage of statutes emphasized in Minnesota POST learning objectives. Open only to students admitted to the Professional Licensing program. Students will be required to take courses in a prescribed sequence.

LAWE 2240: Patrol Operations

3.00 credits (3.00 lec)

This course is designed to provide learners with an in-depth review of the basic patrol functions for an officer. Topics include, but are not limited to, roles and duties of a patrol officer, squad car familiarization, principles of traffic enforcement, officer safety issues, radio communications, police ethics, and citizen contact and public relations. Open only to students admitted to the Professional Licensing program. Students will be required to take courses in a prescribed sequence.

LAWE 2251: Criminal Justice Service Learning Internship

1.00–3.00 credits (1.00–3.00 lab)

Service learning in Law Enforcement encourages students to develop an appreciation for individual rights and diversity within the community. Learning occurs in a variety of settings, including community-based organizations, law-enforcement-community-oriented policing units and criminal-justice-service organizations. Students provide a variety of services while learning through faculty-facilitated experiencees.

LAWE 2299: Law Enforcement Integrated Practicum

9.00 credits (9.00 lab)

This course is the final phase of the associate in science, Law Enforcement degree program. It includes basic police officer skills (hands-on) training in the areas of defensive tactics; firearms and the use of deadly force; in-progress crime response; low- and high-risk traffic stop techniques; advance driving techniques; crime scene investigation; fingerprinting and booking procedures; domestic abuse and crisis intervention; and report writing. Students must successfully complete all phases of this 9-credit course (approximately 300 hours) to be eligible to take the Peace Officer Licensing Examination in the state of Minnesota. Open only to students admitted to the Professional Licensing program. Students will be required to take courses in prescribed sequence.

LAWE 2998: Directed Study

Prerequisite: One course in LAWE.

Machine Tool Technology

MTTC 1000: Safety/Measurement/Metrology

4.00 credits (2.00 lec/2.00 lab)

This course covers general safety issues as they relate to machine shop operations. Information is presented on personal safety, fire, electrical, and chemical safety topics. The second half of the course introduces basic and precision measuring practices and instruments. Both English and metric measuring tools are covered. Metrology is studied to help students learn to achieve an acceptable level of quality control during inspection.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

MTTC 1010: Blueprint Reading 1

3.00 credits (3.00 lec)

Basic blueprint reading principles related to visualizing shapes, line usage, title blocks, dimensioning, sectional views, and tolerancing are taught in a classroom setting. Additional subjects include contours, angles, threads and machining details.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

MTTC 1015: Applied Machine Shop Math 1

2.00 credits (2.00 lec)

Both machine shop math and linear measurement theory are presented in this course. Common fractions and mixed numbers are added, subtracted, multiplied and divided. Decimal fractions are also studied in a similar manner. Powers and roots of numbers are used to compute areas and volumes of geometric figures. English and metric units of measurement are studied as they are applied to steel rules, vernier calipers, micrometers, and gage blocks. Standard machine shop calculations involving speeds, feeds, thread and taper calculations are computed.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

MTTC 1020: Engine Lathe

5.00 credits (2.00 lec/3.00 lab)

Basic lathe operating theory is presented in a classroom and laboratory setting. Topics studied include cutting tools, lathe nomenclature and controls, and the many lathe machining operations. The laboratory portion of the course covers basic lathe machining operations, including turning, parting, and form tools.

Prerequisites: MTTC 1000, MTTC 1025, MTTC 1525 or instructor approval; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

MTTC 1025: Drills and Drilling Machines

2.00 credits (2.00 lab)

This course covers drill presses, drills and drilling methods in a laboratory setting. The use of the drill press for tapping, counterboring, and reaming is studied. Hand and machine sharpening of drills is studied and practiced.

Prerequisites: MTTC 1000, MTTC 1525 or instructor approval; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

MTTC 1030: Machine Trades for Related Careers

2.00 credits (2.00 lab)

This one-semester course is designed for students in careers related to the Machine Trades such as Industrial Engineering, HVAC-R, Construction Electricity, Fluid Power, Plastics and Precision Metal Forming. The theory and application of common machining operations will be emphasized.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

MTTC 1510: Vertical Milling

4.00 credits (1.00 lec/3.00 lab)

This course presents the theoretical aspects of vertical milling machine operation, including cutting; tool selection; clamping and indexing; workholding and fixturing; and feeds and speeds selection. The laboratory portion of the course covers safe operating practices, machine setup, cutting tool selection, and the use of various milling attachments. Sample parts will be produced to test students' understanding of the subject matter.

Prerequisites: MTTC 1000, MTTC 1025, MTTC 1525 or instructor approval; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

MTTC 1515: Applied Machine Shop Math 2
2.00 credits (2.00 lec)
The course is designed to teach students to apply algebra, geometry and trigonometry to obtain correct part dimensions from blueprints.
Prerequisites: MTTC 1015 or instructor approval; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

MTTC 1520: Blueprint Reading 2
3.00 credits (3.00 lec)
Advanced blueprint reading principles are studied in this course. Topics include orthographic projection, section views, auxiliary views and rotated projections. Spur and bevel gear drawings, position dimensioning, tapered pipe thread specifications, and assembly drawings are analyzed.
Prerequisites: MTTC 1010 or instructor approval; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

MTTC 1525: Benchwork/Power Saws
4.00 credits (1.00 lec/3.00 lab)
This course covers the use of various hand tools used on the bench, including the use of hand-held power tools for making prototype tooling and parts. Layout tools are demonstrated and used for the manufacture of tools and fixtures. Power saws and blades are studied in both a classroom and laboratory setting. Proper care and use of power hacksaws, bandsaws, friction, and saw blades are demonstrated.
Prerequisites: MTTC 1000 or instructor approval; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

MTTC 1530: Advanced Lathes Lab
4.00 credits (1.00 lec/3.00 lab)
Advanced lathe operations are conducted using soft jaws, face plates, radius tools and taper-turning attachments. Additional projects studied include eccentric diameters, acme threading, tapered pipe threads, and the use of a steady rest for machining long shafts. A variable-speed turret lathe with pneumatic bar feed is set up and operated with many of the turret tools available for this machine.
Prerequisites: MTTC 1020 or instructor approval; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

MTTC 2005: Grinding
5.00 credits (2.00 lec/3.00 lab)
Students will learn theory for both surface and cylindrical grinding and will apply theory to produce surface and cylindrical ground parts.
Prerequisites: MTTC 1520, MTTC 1525 or instructor approval; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

MTTC 2010: Advanced Milling Lab
4.00 credits (1.00 lec/3.00 lab)
This course includes both basic horizontal milling machine work and intermediate vertical mill operations. It includes safety, setup, selection of tooling, indexing, and workholding methods for both horizontal and vertical mill operations. The use of milling attachments is also studied.
Prerequisites: MTTC 1510 or instructor approval; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

MTTC 2015: Heat Treatment/Metallurgy
2.00 credits (1.00 lec/1.00 lab)
In this course, students will learn the AISI (American Iron and Steel Institute) numbering system for steel, nonferrous and ferrous metal identification systems, and they will heat treat steel parts in the laboratory.
Prerequisites: MTTC 1000, or instructor approval; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

MTTC 2020: Geometric Tolerancing
2.00 credits (2.00 lec)
This course teaches interpretation of geometric symbols and terminology in modern blueprints as related to the form, fit, and function of manufactured parts.
Prerequisites: MTTC 1520 or instructor approval; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

MTTC 2035: CNC Programming and Operation
4.00 credits (3.00 lec/1.00 lab)
In this course, students will perform basic CNC (Computer Numerical Control) programming and operation including word address programming and absolute positioning.
Prerequisites: MTTC 1530, MTTC 2010 or instructor approval; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

MTTC 2040: CNC Milling Center
3.00 credits (1.00 lec/2.00 lab)
This course consists of complex CNC (Computer Numerical Control) programming and operation for milling applications.
Prerequisites: MTTC 1530, MTTC 2010 or instructor approval; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

MTTC 2045: CNC Turning Center
3.00 credits (1.00 lec/2.00 lab)
This course consists of complex CNC (Computer Numerical Control) programming and operation for turning applications.
Prerequisites: MTTC 1530, MTTC 2010 or instructor approval; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

MTTC 2055: Advanced Machining Skills
5.00 credits (1.00 lec/4.00 lab)
In this course, students will work with classmates as a team to produce complex parts from blueprints and assemble the machined parts into correct assemblies. Students will utilize all machine tools to produce the parts, such as grinders, mills, lathes and other appropriate equipment. Use of the Bridgeport E-Z TRAK is encouraged. A team project is included.
Prerequisites: MTTC 1530, MTTC 2010; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

MTTC 2520: Welding for Machinists
2.00 credits (1.00 lec/1.00 lab)
This course covers all the basic welding processes as they relate to machine shop operations. Subjects covered include safety, oxy-fuel gas welding, brazing, silver soldering, SMAW (Arc) welding, GTAW (Tig) welding, GMAW (Mig) welding and the reading of welding blueprints. Welding equipment requirements and an introduction to welding metallurgy are also covered.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

MTTC 2998: Directed Study
Prerequisite: one course in MTTC.

Mathematics

ABE Mathematics
0.00 credits
This course is offered on campus free of charge by the Minneapolis Public Schools Adult Basic Education program. This course is designed for adults who need to learn or refresh their arithmetic skills. There are four units covered: whole numbers, fractions, decimals and ratios. Besides reviewing computational skills, each unit also includes estimating, using a calculator and problem-solving. Class activities include short lectures, small group work and lab activities. A four-function calculator is required.

MATH 0060: Preparing for Algebra and Technical Programs
4.00 credits (4.00 lec)
This course is designed to prepare students for algebra and technical programs. They are expected to be competent in whole numbers and decimals before taking this course, and to need only a brief review of fractions and ratios. Topics include: percents, applications of ratio and percent, interpreting and constructing graphs, statistics (mean, median, mode), metric and English measurement, basic geometry concepts, and preparation for algebra. Class activities include short lectures, small group work and lab activities. Must be taken pass/no credit.
Prerequisites: placement into MATH 0060 OR pass the on-campus Adult Basic Education exit test.
ESOL students: Complete ESOL 0032 or place into ESOL 0042.
Native language students: placement into READ 0100 or above.

MATH 0070: Introductory Algebra
5.00 credits (5.00 lec)
This course is designed for students beginning the study of algebra or for those who need a review. Course content includes: signed numbers; integer exponents; operations with algebraic expressions; factoring; solving linear and quadratic equations in one variable; literal equations; solving linear inequalities in one variable; graphing linear equations in two variables; roots and radicals; word problems and modeling.
Prerequisites: Placement into MATH 0070 or completion of MATH 0060.

MATH 0075: Applied Intermediate Algebra
3.00 credits (3.00 lec)
Strong emphasis is placed on application of algebra and especially on current uses of function models (linear, quadratic, polynomial, rational, radical, logarithmic and exponential). The relationship among data, graphs and functions is thoroughly explored. Translating statements and questions from English into mathematics, answering those questions using algebraic procedures and then stating the results again in English will also be discussed in depth. Only symbolic manipulations that have immediate applications will be studied.

MATH 0075 is the minimum algebra preparation for MATH 1140: Introductory Statistics, MATH 1160: Mathematical Ideas, and MATH 1165: Mathematics for Teachers. This course does not prepare students for MATH 1110: College Algebra.
Prerequisites: Placement into MATH 0075 or completion of MATH 0070.

MATH 0080: Intermediate Algebra

5.00 credits (5.00 lec)
This course is a continuation of MATH 0070: Introductory Algebra. Course content includes: sets and interval notation; functions and relations; systems of linear equations; compound inequalities; absolute value equations and inequalities; more polynominal factoring; rational expressions, functions, and equations; variation word problems; more literal equations; radicals, radical functions, and rational exponents; complex numbers; graphing quadratic functions; quadratic and rational inequalities; composition of functions; inverse functions; logarithmic and exponential functions and equations; and graphing circles.
Prerequisites: Placement into MATH 0080 or completion of MATH 0070.

MATH 1110: College Algebra

4.00 credits (4.00 lec)
This course offers a comprehensive coverage of functions (polynomial, rational, root, logarithmic, exponential), and their graphs; conic sections; inequalities; complex numbers; the fundamental theorem of algebra; systems of equations; matrices; and linear and quadratic modeling. Additional topics may include sequence and series and the binomial theorem. Also offered as an online course.
Fulfills MnTC Goal Area 4.
Prerequisites: Placement into MATH 1110 or completion of MATH 0080.

MATH 1120: College Trigonometry

3.00 credits (3.00 lec)
Topics in this course include trigonometric functions, graphs, identities, equations, multiple-angle formulas, inverse trigonometric functions, law of sines and cosines, vectors, trigonometric forms of complex numbers, De Moivre's theorem, equations in polar coordinates and their graphs, and applications.
Fulfills MnTC Goal Area 4.
Prerequisites/Corequisites: Placement into MATH 1120 or completion of MATH 1110.

MATH 1125: Precalculus

5.00 credits (5.00 lec)
This course is for students who have previously had high school algebra and trigonometry, but who are not prepared to start calculus, and want to take on a fast-paced refresher course covering precalculus topics. Topics will include: Functions—graphing and properties; polynomial and rational functions; modeling; fundamental theorem of algebra; exponential and logarithmic functions; trigonometric functions; trigonometric identities, formulas, equations, and inverses; systems of linear equations; partial fraction decomposition; polar coordinates; conics; and parametric equations.
Fulfills MnTC Goal Area 4.
Prerequisites: Placement into MATH 1125 or completion of MATH 0080 with a grade of "A."

MATH 1130: Finite Mathematics

3.00 credits (3.00 lec)
This course covers the business and social science applications of the following topics: systems of linear equations, matrices, linear programming, sets and counting, probability, Markov Chains, and mathematics of finance.
Fulfills MnTC Goal Area 4.
Prerequisites: MATH 1110 or MATH 1125.

MATH 1140: Introductory Statistics

3.00 credits (3.00 lec)
Rather than statistical calculations, this course emphasizes the interpretation and evaluation of surveys, experiments, probabilities, graphic/tabular displays, data summaries, or other statistical reports encountered in daily life. Topics include: data collection, numerical and graphic summaries, basic ideas of probability, the normal distribution, estimation, hypothesis testing, correlation and regression, and index numbers.
Fulfills MnTC Goal Area 4.
Prerequisites: Placement into MATH 1140 or completion of MATH 0075 or MATH 0080.

MATH 1150: Statistical Analysis

4.00 credits (4.00 lec)
This course is an introduction to the fundamental concepts of descriptive and inferential statistics, with an emphasis on applications. Course content includes: sample surveys and experiment designs; graphic presentation of data; measures of central tendency, variation and position; exploratory data analysis; introductory probability; random variables and probability distributions; binomial and normal distributions; the Central Limit Theorem; estimation; hypothesis testing; comparisons of two populations; correlation and regression; applications of chi-square; and analysis of variance (ANOVA). The course assumes that the student is familiar with basic computer applications software. Statistical software and/or statistical graphing calculators are introduced and used extensively.
Fulfills MnTC Goal Area 4.
Prerequisites: MATH 1110 or MATH 1125; CSCI 1100 or equivalent computer experience.

MATH 1160: Mathematical Ideas

3.00 credits (3.00 lec)

Topics in this course are selected from numeration systems, elementary number theory, elementary logic, problem-solving strategies, chaos theory, networks, topology, non-Euclidean geometry, counting methods and probability.

Fulfills MnTC Goal Area 4.

Prerequisites: Placement into MATH 1160 or completion of MATH 0075 or MATH 0080.

MATH 1165: Mathematics for Teachers

4.00 credits (4.00 lec)

This course will develop the foundations of the mathematical topics taught in grades kindergarten through sixth and will also explore mathematical reasoning, problem-solving strategies and historical themes to recognize that mathematics is a way of thinking rather than a collection of rules. Topics will include number systems, algorithms and their rationale, geometry, number theory, and probability. This course is appropriate for future elementary teachers and also for secondary teachers whose intended license is other than math and/or science. Cannot be taken pass/fail.

Fulfills MnTC Goal Area 4.

Prerequisites: Placement into college-level mathematics or completion of MATH 0075 or MATH 0080.

MATH 1170: Calculus for Business and Social Sciences

4.00 credits (4.00 lec)

This is a one-semester calculus course for prebusiness and social science students. Topics covered are: functions, limits, differentiation and integration of algebraic, exponential, logarithmic, and two-variable functions, with applications in social science and business. Students who need more than one semester should register for the first two semesters of the calculus sequence (MATH 1180 and MATH 1190).

Fulfills MnTC Goal Area 4.

Prerequisites: MATH 1110 or MATH 1125.

MATH 1180: Calculus 1

5.00 credits (5.00 lec)

This is part of a sequence designed for students intending to major in Mathematics, Physics, Engineering or other mathematics-dependent fields. Topics include the differential and integral calculus of single-variable real functions. Limit, continuity, derivatives, integrals and applications are covered.

Fulfills MnTC Goal Area 4.

Prerequisites: MATH 1110 and MATH 1120 or MATH 1125 or placement into MATH 1180.

MATH 1190: Calculus 2

5.00 credits (5.00 lec)

This is part of a sequence designed for students intending to major in Mathematics, Physics, Engineering or other mathematics-dependent fields. Topics include integral calculus of single-variable real functions, infinite series and applications.

Fulfills MnTC Goal Area 4.

Prerequisites: MATH 1180.

MATH 2011: Discrete Mathematics

4.00 credits (4.00 lec)

This course is intended to give students studying computer science the mathematical foundation they will need for their future studies, but it may be taken by students in a wide variety of majors, including Mathematics and Engineering. Topics covered will include: logic, sets, functions, sequences, complexity of algorithms, number theory, matrices, methods of proof, mathematical induction, recursive algorithms, counting methods, discrete probability, relations, graphs and tree fundamentals.

Fulfills MnTC Goal Area 4.

Prerequisites: MATH 1110 or MATH 1125.

MATH 2210: Linear Algebra and Differential Equations

5.00 credits (5.00 lec)

This course covers linear algebra, with an emphasis on eigenvalues; introduction to differential equations, including linear differential equations with constant coefficients, solved using eigenvalues; and series solutions and numerical methods for linear and nonlinear differential equations and systems.

Prerequisite: MATH 1190.

MATH 2220: Multivariable Calculus

5.00 credits (5.00 lec)

This course covers algebra and geometry of vectors in two- and three-dimensional space; velocity, acceleration and curvature; functions of several variables; partial derivatives and chain rule; max/min problems; Lagrange multipliers; double and triple integrals; parametric form of curves and surfaces; polar, cylindrical and spherical coordinates; integration on curves and surfaces; vector fields; theorems of Green and Stokes; and Divergence Theorem.

Prerequisites: MATH 1190.

MATH 2998: Directed Study

Prerequisites: Completion of one college-level math course and department approval.

Media Production

MPRO 1111: Introduction to Dynamic Media Software

3.00 credits (2.00 lec/1.00 lab)
This course provides beginning media students with a foundation in the aesthetics, toolsets, and procedures used in the business of content creation with Dynamic Media. Students will work with still and moving images and sound while they examine and evaluate existing media content and the tools and processes used in their creation; study and recognize the underlying technology used in digital communications containing sound and picture; and use industry-standard tools from Adobe and Apple on both the Macintosh and Windows platforms.
Prerequisites: READ 0100 or placement into READ 0200 or placement/faculty recommendation into ESOL 0052; MATH 0060 or placement into MATH 0070.

MPRO 1120 Media Systems

3.00 credits (2.00 lec/1.00 lab)
This course will systematically look at both analog and digital systems used in the field of Media Production. Beginning with basic systems theory, students will learn the hows and whys of designing and constructing hardware systems for both the production and presentation of media projects.
Prerequisites: READ 0100 or placement into READ 0200 or placement/faculty recommendation into ESOL 0052; MATH 0060 or placement into MATH 0070.

MPRO 1150: Scriptwriting for Media

3.00 credits (3.00 lec)
This course covers the basics of design for communication in media formats. Emphasis is placed on basic organization, and the preparation of treatment and script to meet specific objectives for defined audiences. Programming areas examined include instructional, commercial and public service communications. Students will also examine, outline and write scripts for interactive media.
Prerequisites: READ 0100 or placement into READ 0200 or placement/faculty recommendation into ESOL 0052; MATH 0060 or placement into MATH 0070.

MPRO 1200: Audio for Dynamic Media

3.00 credits (2.00 lec/1.00 lab)
This course covers basic design and production concepts, equipment operation, safety and maintenance concerns. Emphasis is placed on understanding basic magnetic recording/reproduction, specific audio communication techniques and group-based production. The course provides students with exposure to the realities of professional, systems-based production, as well as to magnetic recording media. It also engages them to determine the when, why and how of using music in a media production. Students will be required to provide their own set of audio headphones. An associated laboratory is recommended.
Prerequisites/Corequisites: MPRO 1100 and 1150.

MPRO 1201 Video Basics-Single Camera

3.00 credits (2.00 lec/1.00 lab)
This course provides Media students with basic production skills using various digital video cameras and editing tools. Students will explore fundamental single-camera video production utilizing elements of lighting, sound, graphics, camera work and editing. They will work with multiple cameras, including single- and 3-chip cameras, as well as Standard Definition and Hi-Definition camcorders.
Prerequisites/Corequisites: MPRO 1100 and 1150.

MPRO 1202: Digital Animation Basics

3.00 credits (2.00 lec/1.00 lab)
This course provides computer animation novices with an introductory experience with two-dimensional and three-dimensional computer-based animation. Output will be in digital file formats and will also be printed to VHS videotape. Students will study morphing of still and motion images, basic 3D modeling and animation, and digital-audio soundtrack creation as they develop skills, functional knowledge and techniques through lecture/demonstration, completion of assignments, and final projects. Students will be required to purchase a minimum of two Iomega zip-drive disks and provide their own set of audio headphones. An associated lab is recommended.
Prerequisites/Corequisites: MPRO 1100 and 1150.

MPRO 1203: Motion Graphics Software

3.00 credits (2.00 lec/1.00 lab)
This course provides students with an in-depth exploration of the field of motion graphics, also known as compositing. Students will design and build short animations utilizing 2D and 3D planes to communicate to specified objectives. They will use industry-standard Apple and Adobe software, and adopt production pipelines and output options.
Prerequisites/Corequisites: MPRO 1100 and 1150;

MPRO 2100: Advanced Audio for Media

3.00 credits (2.00 lec/1.00 lab)
This course provides media students with advanced production experience creating, mixing, and outputting high-end audio tracks for dynamic media productions such as DVD, HDTV, and Digital Cinema. Students will work with Pro-Tools and other software and hardware tools to compose, mix, sweeten and deliver 5.1 surround-sound audio tracks for visual media. They will work on loop-based composition, MIDI, Foley techniques, and ADR. They will also use specific mix-to-picture tools from Adobe and Apple on both Macintosh and Windows platforms.
Prerequisite: MPRO 1200.

MPRO 2101: Real-Time and Multi-Camera Video
3.00 credits (2.00 lec/1.00 lab)
This course provides media students with production experience using live video and television technology. Students will shoot and edit videos of events/performances using multi-camera and live mix-to-tape technology. They will organize and work in teams, as they design and record events in industry-standard video formats and methodologies. They will also study multi-camera postproduction technology and techniques.
Prerequisite: MPRO 1201.

MPRO 2111: Interactive Design and Production
3.00 credits (2.00 lec/1.00 lab)
This course provides practical experience in the production and distribution of 21st century interactive media. Students will design and create interactive titles including DVDs, and study the design principles used in successful interactive media development. They will develop both tactile disc-based and network-delivered media products.
Prerequisites/Corequisites: MPRO 1100 and 1150.

MPRO 2113: Independent Project
1.00 credit (1.00 lab)
This course provides students with equipment and software access on a self-directed basis. They will plan and complete a project using the dynamic media tools of choice, as determined by both them and their instructor.
Prerequisites/Corequisites: MPRO 1100 and 1150.

MPRO 2230: Advanced 3D Animation
3.00 credits (2.00 lec/1.00 lab)
This course covers advanced three-dimensional issues, including modeling, animating, rendering and outputting computer-generated animation files. Students will use a variety of software packages to deeply explore the 3D animation medium used extensively in multimedia and TV broadcasting. An associated lab is recommended. Students will be required to purchase a minimum of two Iomega zip disks and provide their own headphones.
Prerequisites: MPRO 1230; READ 0100 or placement into READ 0200 or placement/faculty recommendation into ESOL 0052; MATH 0060 or placement into MATH 0070.
Corequisite: MPRO 1202.

MPRO 2390: Advanced Production Lab 1
1.00 credit (1.00 lab)
This is an independent study course intended to provide students with equipment and software access on a self-directed basis. They will be required to plan and complete a project using the media tools of choice, as determined by both them and their instructor.
Prerequisites: Instructor approval; READ 0100 or placement into READ 0200 or placement/faculty recommendation into ESOL 0052; MATH 0060 or placement into MATH 0070.
Prerequisites/Corequisites: MPRO 1100, 1150; or Instructor approval.

MPRO 2391: Advanced Production Lab 2
2.00 credits (2.00 lab)
This is an independent study course intended to provide students with equipment and software access on a self-directed basis. They will be required to plan and complete a project using the media tools of choice, as determined by both them and their instructor.
Prerequisites: Instructor approval; READ 0100 or placement into READ 0200 or placement/faculty recommendation into ESOL 0052; MATH 0060 or placement into MATH 0070.
Prerequisites/Corequisites: MPRO 1100, 1150; or instructor approval.

MPRO 2392: Advanced Production Lab 3
3.00 credits (3.00 lab)
This is an independent study course intended to provide students with equipment and software access on a self-directed basis. They will be required to plan and complete a project using the media tools of choice, as determined by both them and their instructor.
Prerequisites: Instructor approval; READ 0100 or placement into READ 0200 or placement/faculty recommendation into ESOL 0052; MATH 0060 or placement into MATH 0070.
Prerequisites/Corequisites: MPRO 1100, 1150; or instructor approval.

MPRO 2402: Advanced CGI Software
3.00 credits (2.00 lec/1 lab)
This course introduces advanced software in Animation and Special Effects. Students will study alternative Computer Graphic Imaging (CGI) software and specialized CGI tools, and will produce a final animation utilizing these tools. They will focus on match-moving/camera solving, advanced modeling technologies, and advanced animation techniques.
Corequisite: MPRO 2102

MPRO 2440: Business of Media
2.00 credits (2.00 lec)
This course covers basic media business concerns. Students will learn types and elements of communication, business structures, record-keeping techniques and tax necessities, resume essentials and interviewing techniques, budgets, bids, and personal/company promotional tactics. They will produce personal promotional materials and design and print collateral materials including business cards, resumes and letterhead. They will respond to a request for proposal (RFP) with a formal written proposal and bid.
Prerequisites/Corequisites: MPRO 1100 and 1150.

MPRO 2450: Portfolio Show
3.00 credits (2.00 lec/1.00 lab)
This course covers basic promotional design, production, and marketing concepts and techniques. Students will produce/update their personal resumé and portfolio components, and generate professional presentations. In order to complete the course, students must successfully participate in the MCTC Portfolio Show.
Prerequisite: MPRO 2101.

MPRO 2470: Internship
3.00 credits (3.00 int)
This class provides on-the-job work experience with emphasis on management by objective, as jointly determined by the student, instructor and internship supervisor.
Prerequisites: Instructor approval; READ 0100 or placement into READ 0200 or placement/faculty recommendation into ESOL 0052; MATH 0060 or placement into MATH 0070.
Corequisites: Current enrollment in the MPRO program and at least two (2) full semesters in the MPRO program.

MPRO 2998: Directed Study
Course credits not provided—see instructor.
Course description not provided—see instructor.
Prerequisites: One course in MPRO; READ 0100 or placement into READ 0200 or placement/faculty recommendation into ESOL 0052; MATH 0060 or placement into MATH 0070.

Music

MUSC 1000: Introduction to Music
3.00 credits (3.00 lec)
This is an overview course for anyone who appreciates music and wants to understand musical styles better. Students will study music from America's popular idioms of jazz, gospel, pop and rock; music of non-Western cultures; and music of the Western European art form. The course emphasizes listening and discussion.
Fulfills MnTC Goal Area 6.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

MUSC 1010: American Popular Music 1
3.00 credits (3.00 lec)
This course traces the evolution of the "classical" music form of the United States known as jazz. Beginning with its European and African roots, students will study the precursors of work songs and the blues, to the many subgenres found today. They will gain an understanding of the immense diversity found in jazz and be able to identify key performers, composers, arrangers and performances of these styles. This course is suitable for those who consider themselves musicians, as well as for those who only play the radio. The course is taught through audio/video examples, lectures, in-class and online discussions with an emphasis on the interrelatedness of jazz and United States history and culture.
Fulfills MnTC Goal Area 6.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

MUSC 1020: American Popular Music 2: The History and Development of Rock 'n' Roll
3.00 credits (3.00 lec)
This course surveys America's popular musical form, rock 'n' roll, from its European and African roots through its precursors found in the blues, to the many subgenres such as heavy metal, neo-soul, punk and hip hop. By tracing rock's evolution, students can expect to gain an understanding of the immense diversity found in rock 'n' roll and to be able to identify key performers and performances of these styles. The course is taught with emphasis on listening and class discussion.
Fulfills MnTC Goal Area 6.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

MUSC 1030: The Music of Latin America and the Caribbean
3.00 credits (3.00 lec)
This course serves as an overview of the musical styles, genres and performers of Latin America and the Caribbean. Through lecture, demonstrations, audio and video presentations, class discussions, and performance, students will gain an understanding of the ways in which culture and music interact and are impacted.
Fulfills MnTC Goal Areas 6 and 8.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

MUSC 1040: The Music of Africa
3.00 credits (3.00 lec)
This course serves as an overview of the musical styles, genres and performers of the African continent. Through lecture, demonstrations, audio and video presentations, class discussions, and performance, students will gain an understanding of the ways in which culture and music interact and are impacted.
Fulfills MnTC Goal Areas 6 and 8.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

MUSC 1050: The Music of Asia
3.00 credits (3.00 lec)
This course serves as an overview of the musical styles, genres and performers of North, East, South and Southeast Asia. Through lecture, demonstrations, audio and video presentations, class discussions, and performance, students will gain an understanding of the ways in which culture and music interact and are impacted.
Fulfills MnTC Goal Areas 6 and 8.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

MUSC 1060: Introduction to World Music

3.00 credits (3.00 lec)

This course presents an overview of the music of four major cultural groups representing Asia, Africa, Latin America/ Caribbean and Native North America. In this course, students will learn to explore the music of these groups to compare and contrast musical genres, as well as relate the music to each culture's values, beliefs, and sense of identity. Students will accomplish this through readings, lectures and discussion both in class and online. Audio and visual examples will be provided. They will also learn to perform songs from each group.

Fulfills MnTC Goal Areas 6 and 8.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

MUSC 1150: Fundamentals of Music

3.00 credits (3.00 lec)

This course introduces the basic vocabulary of music terms, symbols, and elements needed for music reading and writing. Students will learn the basics of standard music notation, scales, intervals and chords, and their relationship to the piano keyboard and to sound itself. This course will prepare them for private study, music ensemble participation and further work in music theory.

Fulfills MnTC Goal Area 6.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

MUSC 1160: Music Theory and Design

3.00 credits (2.00 lec/1.00 lab)

This course completes the survey of materials begun in MUSC 1150. Students will continue study of the major components of the tonal music system as it applies to Western classical and pop music: chord inversions and sevenths, part-writing, guitar symbols, progressions, and harmonic analysis. They will also explore modes, the blues and nontonal music; begin to train their ears to recognize performed pitches, rhythms, and intervals and to write them as notation; and gain a general understanding of the nature of artistic form and design in sound.

Fulfills MnTC Goal Area 6.

Prerequisite: MUSC 1150.

MUSL 1210: College Choir

1.00 credit (1.00 lec)

This group is a nonauditioned choir designed to be a creative musical opportunity in an atmosphere that is enjoyable and noncompetitive. Students will perform publicly at least once each semester. They will prepare music spanning a wide range of styles from classical to world music. The College Choir is open to all students who enjoy singing and are willing and able to commit to consistent attendance at rehearsals and scheduled performances, and to working to create art as part of a group.

MUSL 1220: Vocal Ensemble

1.00 credit (1.00 lec)

This group is a select choir that sings primarily unaccompanied choral music from around the world. The choir is designed to provide a performing opportunity for the experienced singer. This choir performs publicly at least once each semester.

Prerequisite: Audition/interview with director.

MUSL 1230: Chamber Ensemble

1.00 credit (1.00 lec)

This group prepares classical works and indigenous folk music for recital. In this course, students will work in groups as small as duets and as large as the total class size, learning repertoire suited for chamber ensemble. They will perform at least once per semester on campus. Additional performance opportunities are scheduled as time and availability of the ensemble members permits.

Prerequisites: Students must be able to read music at an intermediate level or better and provide their own instrument, with the exception of piano. While it is not mandatory, an applied lesson on the student's instrument is highly recommended.

MUSL 1240: Jazz Ensemble 1

1.00 credit (1.00 lec)

Music from the swing era through the Latin/Caribbean-influenced genres to jazz-rock fusion are studied and played in this instrumental ensemble. The focus is on arrangements for a small jazz combo rather than a big band. Students will perform at least once per semester on campus. Additional performance opportunities are scheduled as time and availability of the ensemble members permits.

Prerequisites: Students must be able to read music at an intermediate level and provide their own instrument, with the exception of a drum trap kit and piano. While it is not mandatory, an applied lesson on the student's instrument is highly recommended.

MUSL 1500–1900: Applied Music

2.00 credits (2.00 lec)

This course consists of weekly private lessons, one-half hour in length, on students' chosen instrument. Learning is optimized to their individual levels, from beginner to advanced. Instructors will place emphasis on developing students' musicianship as well as technical skill. Significant practice time outside of the lesson is expected. A number of practice rooms with pianos are available in the Music Department. Aside from piano, students are expected to provide their own instruments. There is an added course fee for applied music. *Students must contact their chosen instructor prior to registration. See class schedule for instruments offered and instructors available.*

MUSL 2500–2900: Applied Music
4.00 credits (4.00 lec)
This course, for more advanced, serious students, consists of weekly private lessons on their chosen instruments, one hour in length. Learning is optimized to their individual level. Instructors will place emphasis on developing students' musicianship as well as technical skill. A number of practice rooms with pianos are available in the Music Department. Aside from piano, students are expected to provide their own instruments. Requirements are effectively doubled in relation to 1000-level applied music lessons: lesson time is one hour per week, associated practice and preparation time is doubled, and the added course fee is doubled.
Students must contact their chosen instructor prior to registration. See class schedule for instruments offered and instructors available. Prerequisite: Instructor approval.

MUSC 2998: Directed Study
Prerequisite: One course in MUSC.

Nursing

NURS 1000: Foundations of Nursing
3.00 credits (3.00 lec)
The Foundations of Nursing course introduces the student to the concepts of cultural diversity, wellness, holism and the role of the nurse. Other concepts include asepsis, nutrition, psychological care, sexuality and pain management. Body systems are introduced, with an emphasis on the neurological, respiratory, gastrointestinal and genitourinary systems. Physical comfort and safety, care of the older adult, and perioperative care are also addressed.
Prerequisite: Admission to the Nursing program.
Prerequisites/Corequisites: BIOL 2224 and PSYC 2240.

NURS 1050: Clinical Foundation
3.00 credits (3.00 lab)
This clinical course provides opportunity to apply basic theory and implement skills in a variety of inpatient settings. Students utilize the nursing process to collect data, implement nursing interventions and administer medication. Emphasis is placed on organization, critical thinking, therapeutic communication and a holistic approach to client care. Concepts of health promotion, illness prevention and restoration of health are included.
Prerequisites: NURS 1075 and NURS 1200.
Prerequisites/Corequisites: BIOL 2224, NURS 1000, NURS 1250 and PSYC 2240.

NURS 1075: Nursing Interventions
2.00 credits (2.00 lab)
Nursing Interventions is an on-campus, lab-based course. Content correlates with the Foundations of Nursing course. The nursing process is introduced and competencies relating to critical thinking, asepsis, oxygenation, nutrition, elimination, and the neurological system are demonstrated and validated. Medical terminology is threaded throughout the course.
Prerequisites/Corequisites: NURS 1000 and BIOL 2224.

NURS 1111: Nursing Mobility Exam — Assessment of Theory
5.00 credits (5.00 lec)
This is a nationally standardized written examination to earn credit by exam for nursing theory obtained through prior learning. The exam takes four hours and is given at scheduled times each year. Course fee $60.00.
Prerequisites: Elibigility for the Nursing Mobility Option; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051; placement into MATH 0080 or completion of MATH 0070.

NURS 1112: Nursing Mobility Exam — Assessment of Practice
5.00 credits (5.00 lab)
Students are assessed for competence in selected nursing skills, which indicate ability to give patient care (e.g. Some examples of skills students may be asked to demonstrate are wheelchair transfer, determination of patients' range of motion, administration of medication both orally and parenterally, utilization of sterile technique, checking vital signs, etc.) Course fee $150.00.
Prerequisites: Successful completion of NURS 1111; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051; placement into MATH 0080 or completion of MATH 0070.

NURS 1115: Pharmacology in Nursing
2.00 credits (2.00 lec)
This course provides a theoretical framework for the study of groups of medications. Prototypes of various classifications are presented to enable students to learn methods of action, therapeutic and adverse effects, actions, and related nursing responsibilities. Emphasis is on utilization of this knowledge in application of the nursing process.
Prerequisites: BIOL 2224; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051; placement into MATH 0080 or completion of MATH 0070. Admission to the Nursing program or permission of instructor.

NURS 1200: Medication Administration 1

1.00 credit (0.50 lec/0.50 lab)

Medication Administration 1 is a lecture/lab course that introduces students to the legalities, scope of practice, drug classifications, abbreviations, and six rights involved in correct medication administration. The focus is on nonparenteral routes including oral, topical, nasal, rectal, eye and ear. Beginning awareness of the therapeutic and adverse effects of drug classifications to client care is highlighted. Medical terminology and abbreviations are threaded throughout the course. Students successfully completing this course will have fulfilled course requirements for the Trained Medication Aide TMA.

Prerequisites: Admission to the Nursing program.

Prerequisities/Corequisites: BIOL 2224 and NURS 1000.

NURS 1250: Medication Administration 2

1.00 credit (0.50 lec/0.50 lab)

Medication Administration 2 expands students' knowledge of medication administration to include parenteral and enteral routes of administration, further study of drug classifications and correlation of lab values to medication dosage. Dosage calculation, based on dimensional analysis, is included. Medical terminology and abbreviations are threaded throughout the course.

Prerequisites: Admission to the Nursing Program; NURS 1200.

Corequisite: BIOL 2224.

NURS 1300: Application of Nursing

4.00 credits (4.00 lec)

Application of Nursing introduces students to alterations in functioning, including basic disease processes. The integumentary, respiratory, gastrointestinal, genitourinary, endocrine, cardiovascular, hematological, neurological, neurosensory and musculoskeletal systems are included. Oncology; end-of-life care; and body responses to stress, disease and therapeutic interventions are incorporated. Nursing interventions, critical thinking, therapeutic communication and complementary therapies are discussed.

Prerequisites: BIOL 2224; PSYC 2240; NURS 1000, NURS 1075, NURS 1200 and NURS 1250.

Prerequisites/Corequisites: NURS 1050 and ENGL 1110.

NURS 1350: Clinical Application

4.00 credits (4.00 lab)

This clinical course facilitates application of complex theory and nursing interventions in a variety of inpatient settings. Holistic application of the nursing process and development of organizational and critical thinking skills in caring for multiple clients is emphasized.

Prerequisites: Completion of semester 1; BIOL 2224 and PSYC 2240.

Prerequisites/Corequisites: NURS 1300 and ENGL 1110.

NURS 1425: Family Nursing

4.00 credits (2.00 lec/2.00 lab)

Family Nursing introduces students to the childbearing/childrearing family. Students will learn about psychosocial, normal physical, and abnormal conditions of pregnancy; the health and illness of the newborn through the adolescent; and the influence of the community on the family. Students will also apply growth and development theory to direct client care. The clinical component includes on-campus lab and community-based care in pediatric and maternity settings. They will apply critical thinking, therapeutic communication, nursing interventions, and holistic approach in caring for childbearing and childrearing families.

Prerequisites: Completion of semester 1, BIOL 2224 and PSYC 2240.

Prerequisites/Corequisites: NURS 1300 and NURS 1350.

NURS 1550: Complementary Therapies: A Service Learning Approach

1.00 credit (1.00 lec)

This course explores various healing modalities from around the globe, which can complement traditional Western or allopathic medicine. Students will complete 10 hours of community service and, through writing and discussions, reflect on the benefits of holistic healing for communities as well as individuals.

Prerequisite: Admission into the Nursing program.

NURS 1600: Psychosocial Nursing

2.00 credits (2.00 lec)

Psychosocial Nursing introduces students to concepts in mental health and mental illness. The impact of culture and value systems on mental health is discussed. Included are topics relating to medication therapy, behavioral therapy, crisis intervention, group therapy, therapeutic nursing interventions, and complementary therapy.

Prerequisites: Completion of semester 1; BIOL 2224 and PSYC 2240.

Prerequisite/Corequisite: NURS 1300.

NURS 1850: Transcultural Nursing: A Service Learning Approach

1.00 credit (1.00 lec)

This course explores the influences of culture and the traditions of service as integral to holistic nursing practice. Through writing and presentations surrounding a 10-hour service-learning project, students will prepare for practice in a culturally diverse environment.

Prerequisite: Admission into the Nursing program.

NURS 1885: Introduction to Chinese Healthcare with a Cultural Emphasis

3.00 credits (3.00 lec)

This course provides the opportunity to learn about both traditional and contemporary Chinese healthcare in a broad, cultural context. Students will travel to China and explore today's nursing and medical care and Traditional Chinese Medicine in a classroom setting, while also directly observing current Chinese medical and nursing practice. They will have the chance to study and interact with Chinese nursing students in both academic and practice settings. In addition, they will be introduced to the basics of spoken Mandarin, Chinese culture and Chinese perspectives on the world.
Prerequisite: Admission to Nursing program or permission of instructor.

NURS 1900: Nursing Role Transition

2.00 credit (2.00 lec)

Nursing Role Transition is for Licensed Practical Nurse returning to nursing education. Students will learn and analyze program philosophy, framework, differentiated scope of practice, the nursing process, current trends and issues in healthcare. Students will engage in assessment, planning, implementation, and educational aspects of the care surrounding patients with selected problems.
Prerequisites: Licensed Practical Nurse, admission to the Nursing program.

NURS 1950: Nursing Role Transition Practicum

1.00 credit (1.00 lab)

This 32-hour clinical lab course is designed to transition the licensed practical nurse into registered-nurse-level abilities. Application of the nursing process, critical thinking, nursing interventions and therapeutic communication skills are emphasized in on-campus lab and direct client care settings.
Prerequisites: Licensed Practical Nurse, admission to the Nursing program. Verification of 1800 abilities for Non-Minnesota residents who graduated prior to 1983 are validated in this course.
Prerequisite/Corequisite: NURS 1900.

NURS 2000: Integration of Nursing

3.00 credits (3.00 lec)

Integration of Nursing focuses on the impact of acute and chronic illness on the basic needs of patients and their families. Holistic assessment and analysis will be emphasized in planning care for patients with commonly recurring illnesses. Concepts of culture, complementary therapy, wellness and health promotion will be integrated within selected case studies. The teaching role of the nurse is threaded throughout the course.
Prerequisites: NURS 1300, NURS 1350, NURS 1425, NURS 1600 and ENGL 1110. Completion of NURS 1900 and NURS 1950.
Prerequisites/Corequisites: BIOL 2225 and NURS 2010.

NURS 2010: Health Assessment

3.00 credits (2.00 lec/1.00 lab)

Health Assessment students learn to perform a comprehensive health history and physical examination. This skill enhances students' ability and is central to effective interventions. The development of a holistic database reflecting an understanding of developmental, sociocultural, environmental, sexual and family influences is emphasized. Further emphasis is on the development of communication skills that enhance data-gathering techniques, health teaching and referral skills. Complete health examinations focus on the identification of normal patterns and functions of adults and children.
Prerequisites: BIOL 2224; PSYC 2240; and completion of semester 1 of Nursing Program.
Prerequisites/Corequisites: NURS 1300, NURS 1350 and NURS 1425.

NURS 2050: Clinical Integration

4.00 credits (4.00 lab)

This clinical course facilitates integration of assessment, nursing diagnosis, analysis, discharge planning and teaching components of the nursing process into nursing practice. The course introduces and utilizes higher-level nursing skills in the clinical setting. Care of the client with mental illness and general medical-surgical diagnoses are included.
Prerequisites: Completion of NURS 1900 and NURS 1950.
Prerequisites/Corequisites: NURS 2000 and BIOL 2225.

NURS 2100: Synthesis Theory

3.00 credits (3.00 lec)

This capstone theory course will provide students with the opportunity to synthesize the holistic care of the patient with multiple, complex needs. The impact of illness on the health of individuals, families and communities will be addressed. Theoretical foundations of the role of the professional nurse as case manager and patient advocate are included. Scope of practice, delegation, supervision, and legal issues in healthcare are discussed.
Prerequisites: NURS 2000, NURS 2010 and NURS 2050
Prerequisite/Corequisite: BIOL 2226.

NURS 2150: Synthesis Clinical

5.00 credits (5.00 lab)

This clinical course provides students with an opportunity to assess diverse client populations, implement therapeutic interventions for clients with multiple needs and assess the impact of illness on family processes. Emphasis is placed on environmental influences in individual and family health. Students will have the opportunity to explore the leadership role of the professional nurse in the clinical setting and provide service to the community through a student-learning project that assesses a community-based need. Precepted clinical experiences are available.
Prerequisites/Corequisites: NURS 2100 and BIOL 2226.

NURS 2300: Perioperative Nursing

3.00 credits

This course is designed to provide nurses with an understanding of the operating room (OR) nurse's role and responsibilities. Participants will learn the theory, principles and skills necessary for an entry-level position in the operating room. The perioperative nursing course is based on the Association of Perioperative or Operative Registered Nurses (AORN) Standards and Recommended Practices. This course is intended for: Registered nurses who are interested in learning basic operating room nursing; OR-experienced nurses in need of a refresher course; second-year nursing students with a strong academic background and high interest in OR nursing. Course objectives include: identifying nursing competencies to provide safe patient care in the perioperative setting; differentiating nursing responsibilities from those of the rest of the surgical team; applying knowledge of perioperative nursing to develop a plan of care for a surgical patient. If students have not taken college credit courses at MCTC in the past, they will need to complete a College Application form to complete their registration process. They will be sent an application when they register that must be completed and returned with a $20 application fee.

NURS 2550: Clinical Internship Elective

1.00 credit (1.00 int)

This elective clinical internship course provides students with learning opportunities to apply nursing theory to a 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 nurse faculty. Must be taken pass/fail.

Prerequisites: Completion of 36 credits included in the first year of the Nursing Pathway and acceptance into an approved clinical internship program.

NURS 2998: Directed Study

Prerequisites: One course in NURS; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051; placement into MATH 0080 or completion of MATH 0070.

Nursing Assistant/ Home Health Aide

NAHA 1100: Home Health Aide

1.00 credit (0.50 lec/0.50 lab)

This course introduces the theories and procedures that pertain to the Home Health Aide in a home-care environment. Students will participate in the classroom and skill lab, focusing on the theory and skills for the Home Health Aide who seeks employment in a home-care setting. They will gain a basic foundation to be a caregiver.

NAHA 1819: Nursing Assistant/Home Health Aide

5.00 credits (3.00 lec/2.00 lab)

This course will introduce students to the concepts of basic human needs, the health/illness continuum, and basic nursing skills in long-term care and the home-care environment. Skills will be taught in a simulated laboratory setting utilizing demonstration and role-playing. Upon successful completion of classroom studies, students will participate in a supervised clinical experience in a long-term care facility. Attendance is mandatory. This course meets the objectives of the Federal Omnibus Budget Reconciliation Act (OBRA) and Minnesota Department of Health Requirements as detailed for educating the nursing assistant. Negative Mantoux or chest x-ray required 90 days before the last clinical day. Upon successful completion of the course and clinical, students will be prepared for the Nursing Assistant test out and upon successful testing will be placed on the Minnesota Nursing Assistant Registry. Must be taken pass/fail.

Prerequisite: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

NAHA 1850: Nursing Assistant/Home Health Aide Extended Hour

6.00 credits (3.00 lec/3.00 lab)

This extended-hour version of the federal Nursing Assistant course is intended for learners with limited academic and/or employment success. Additional classroom and clinical practicum (attendance is mandatory) facilitates students' mastery of the Nursing Assistant theoretical and technical skills. Emphasis on individual learner styles and group process assists students in preparing for the Nursing Assistant test out and upon successful testing will be placed on the Minnesota Nursing Assistant Registry. Negative chest x-ray or Mantoux required 90 days before the last clinical day. Must be taken pass/fail.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

NAHA 1900: Acute Care Skills for Nursing Assistants

3.00 credits (2.00 lec/1.00 lab)
This course builds on theories and procedures learned in the basic federally mandated nursing assistant curriculum. In preparation for employment in an acute-care setting, students will participate in the classroom and skills lab and attend supervised clinical in a hospital. Negative chest x-ray or Mantoux required. MMR immunity required. Must be taken pass/fail.
Prerequisites: Minnesota Nursing Assistant Registry.

NAHA 2998: Directed Study

Prerequisites: One course in NAHA.

Philosophy

PHIL 1110: Critical Thinking Skills

3.00 credits (3.00 lec)
This course develops skills in critical and evaluative thinking. Students will learn to analyze logical relations between facts and interpretations, and to express possible underlying value assumptions governing arguments and information. They will discuss issues derived from a variety of different disciplines, including philosophy, ethics, rhetoric and communications. A variety of media introduce the issues: professional conveyances, newspaper and television reporting and editorials, and advertising. Students will also develop critical writing skills in support of particular claims or problem solutions relevant to them. Supporting a particular claim or solution will involve gathering relevant factual data, evaluating the bias of data, and organizing data logically into a structurally consistent presentation.
Fulfills MnTC Goal Area 6.
Prerequisites: Placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

PHIL 1115: Introduction to Philosophy

3.00 credits (3.00 lec)
This course is an introduction to the works and ideas of Western and non-Western philosophers, which emphasizes how philosophical questions and their answers have been dealt with by different thinkers in different contexts. Students' development of familiarity with the ideas examined, as well as critical thinking and rhetorical skills essential for functioning effectively in philosophical argument, are the basis of evaluation.
Fulfills MnTC Goal Area 6.
Prerequisite: One course from the MnTC Goal Area 1.

PHIL 1171: Ethics

3.00 credits (3.00 lec)
This course teaches students to apply a range of multicultural ethical theories: Western, African, Asian, Native American, feminist and ecological. Students will learn to think critically about ethical questions and apply ethical theories to practical issues. They will be required to demonstrate increasing knowledge of these topics through writing and dialogue and will be encouraged to integrate the course material with their current academic and personal interests.
Fulfills MnTC Goal Areas 6 and 9.
Prerequisite: One course from the MnTC Goal Area 1.

PHIL 1172: Topics in Contemporary Philosophy

1.00–3.00 credits (1.00–3.00 lec)
This course examines particular sets of issues relevant to contemporary debates in philosophy, undertaking further investigation of themes left undeveloped in Introduction to Philosophy. Topics for the course change from year to year. Students will study primary texts as a basis for seminar-style discussions.
Fulfills MnTC Goal Area 6.
Prerequisite: One course from the MnTC Goal Area 1.

PHIL 1181: Ethics in the Community

3.00 credits (3.00 lec)
This course is a service-learning course. Students will learn a range of multicultural ethical theories: Western, African, Asian, Native American, feminist and ecological. They will be encouraged to think critically about ethical questions and apply ethical theories to practical issues that arise through their service learning. They will be involved in a service-learning activity with a local nonprofit community of your choice. The goal of service learning is to better learn and engage the content of this ethics class through real-life experiences and meaningful academic reflection. Students will be required to fulfill their on-site service-learning hours with their community partner.
Fulfills MnTC Goal Areas 6 and 9.
Prerequisite: One course from the MnTC Goal Area 1.

PHIL 2115: Asian Philosophy

3.00 credits (3.00 lec)
This introductory course explores Asian philosophies, including Chinese, Indian, Buddhist, Southeast Asian and Japanese. Students will cover logic, metaphysics, epistemology, philosophy and religion, mind-body dualism, freedom and determinism, and language in a topical fashion, highlighting major historical figures and movements and their interaction with the contemporary landscape of Asian philosophy. Students will be required to demonstrate knowledge of these topics, skillful philosophical writing and dialogue, and a specialized understanding of one philosopher or topic of their choice.
Fulfills MnTC Goal Areas 6 and 8.
Prerequisite: One course from the MnTC Goal Area 1.

PHIL 2998: Directed Study

Prerequisite: One course from the MnTC Goal Area 1.

Phlebotomy

PHLE 1000: Phlebotomy
4.00 credits (2.00 lec/2.00 lab)
A phlebotomist is familiar with all aspects related to the blood-collection process. The focus of this course is to provide students with the comprehensive skills to be able to perform venipunctures competently and safely. Lectures include medical terminology, anatomy and physiology, blood-collection procedures, communication skills and professionalism. They will have hands-on laboratory practice sessions to learn the skills and techniques to perform the required puncture methods. They must also complete the 150-hour internship course (PHLE 1002) to be able to find employment as a phlebotomist.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052.

PHLE 1002: Phlebotomy Internship
3.00 credits (3.00 int)
This 150-hour internship course prepares students for employment and to become eligible for laboratory certification. Through this practicum experience, they will becomes familiar with all aspects related to the blood-collection process. The focus of this course is to provide them with comprehensive skills to be able to perform venipunctures competently and safely. Students will have hands-on practice sessions to develop the skills and techniques required in performing various puncture methods, including a minimum of 100 successful venipunctures. This course must be completed within one term of PHLE 1000. Students must pass a background check and provide proof of immunity prior to placement in the internship.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052.
Corequisite: PHLE 1000.

Photography

PHOT 1100: Photography 1
3.00 credits (2.00 lec/1.00 lab)
This course is designed to provide students with a basic understanding of black-and-white photography from camera controls to film development and print processing. Through demonstrations, lectures, slide/video presentations, and assigned projects, students will develop a basic vocabulary for creating, discussing, and criticizing photographs.
Fulfills MnTC Goal Area 6.

PHOT 1200: Photography 2
3.00 credits (2.00 lec/1.00 lab)
This course is designed to provide students with further technical, historical and critical support in the making of photographs. It focuses on black-and-white photography, presented as single images within a body of work. Through slides, videos and discussions, students will consider historical concerns in photography as precedents for contemporary photographic practices.
Fulfills MnTC Goal Area 6.
Prerequisites: PHOT 1100.

PHOT 2998: Directed Study
Prerequisite: One course in PHOT.

Photography and Digital Imaging

PHDI 1010: Photo Composition and Design
2.00 credits (2.00 lec)
This course is an introduction to the concepts of image composition and design as it relates to photography and image area management. Students will utilize the six elements of photographic compositional technique and the seven elements of design as they explore a variety of subject matter including people, landscapes, buildings, and objects as they prepare portfolios that will help them establish and further explore their personal vision. Students will also develop an understanding of photographic aesthetics and demonstrate that knowledge during group critiques. They must provide their own digital camera, minimum of 6 mega pixels, digital SLR preferred. A digital SLR is required for all PHDI majors.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060; or instructor approval.

PHDI 1030: Photo and Studio Lab
1.00 credit (1.00 lab)
This course is designed to give students further access to the studio areas needed to complete assigned coursework in other courses, master previously learned skills, explore new techniques or simply work on portfolio production.
Prerequisites: PHDI 1110, PHOT 1100; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

PHDI 1031: Photo and Studio Lab 2
1.00 credit (1.00 lab)
This course is designed to give students further access to the darkroom, studio areas, and equipment needed to complete assigned coursework in other courses, master previously learned skills, explore new techniques or simply work on portfolio production.
Prerequisites: PHDI 1110, PHOT 1100; Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

PHDI 1032: Photo and Studio Lab 3
1.00 credit (1.00 lab)
This course is designed to give students further access to the dardroom, studio areas, and equipment needed to complete assigned coursework in other courses, master previously learned skillls, explore new techniques or simply work on portfolio production.
Prerequisites: PHDI 1110, PHOT 1100; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

PHDI 1110: Digital Photography 1
3.00 credits (2.00 lec/1.00 lab)
This course is an introduction to the digital capture process and digital workflow. The main emphasis will be on RGB color theory, digital measurement, digital input through digital cameras, flatbed and film scanners, and the output of digital image files. Students must provide their own digital camera, minimum of 6 mega pixels, digital SLR preferred. A digital SLR is required for all PHDI majors.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060; or instructor approval.
Corequisite: PHDI 1120.

PHDI 1120: Lighting 1
3.00 credits (2.00 lec/1.00 lab)
This course covers basic lighting techniques for both traditional silver-based and digital photography. Students will learn the control of the five lighting elements of quality, direction, ratio, quantity and color as they relate to creating three-dimensional contrast. They will explore the application of natural and tungsten lighting in the studio and on location. Students must provide your own digital SLR and light meter for this course.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060; or instructor approval.

PHDI 1230: Lighting 2
3.00 credits (2.00 lec/1.00 lab)
This course follows up on the skills and techniques learned in Lighting 1. Major emphasis of this course is placed on the setup, operation, and utilization of studio flash photography equipment and accessories. Assignments and course content will allow students to experience studio flash both in the studio and on location. Students must provide their own digital SLR camera and light meter for this course.
Prerequisites: PHDI 1010, PHDI 1110, PHDI 1120 or instructor approval.

PHDI 1240: Photo Assistant Training
2.00 credits (1.00 lec/1.00 lab)
This course is designed to help students prepare for employment opportunities as a photo assistant. They will be exposed to the expectations and demands of photo assisting through field trips, guest speakers and opportunities to assist program staff and student photographers.
Prerequisites: PHDI 1110, PHDI 1120 or instructor approval; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

PHDI 1250: Digital Photo 2
3.00 credits (2.00 lec/1.00 lab)
This course is a continuation of the basics learned in Digital Photo 1 but with a greater emphasis on Digital SLR camera operation and image output through inkjet computers. Students will capture images in the RAW file format on location and in the studio, tethered to a computer. They will be use Photoshop Camera RAW and Phase One C1 Pro software. Students must provide their own digital SLR camera and light meter for this course.
Prerequisites: PHDI 1010, PHDI 1110, PHDI 1120.

PHDI 1270: Medium Format Photography
2.00 credits (1.00 lec/1.00 lab)
This is a film-based course that provides students with a practical, hands-on experience in the operation and use of medium-format cameras and medium-format photography. They will use Hasselblad, Mamiya and other medium-format cameras in a variety of applications that will enable them to improve their exposure techniques and increase their personal creative vision. Students must provide their own light meter for this course.
Prerequisites: PHDI 1010, PHDI 1110, PHDI 1120 or instructor approval.

PHDI 1290: Flash Photography
2.00 credits (1.00 lec/1.00 lab)
This course provides students with a working knowledge of the technical and creative aspects of on-camera flash photography and allows them to use that knowledge to further their creative options and enhance their own personal vision. Students will utilize on-camera flash in manual, automatic and TTL shooting modes, while employing a variety of on-camera flash techniques such as direct, bounce, fill-flash, shutter dragging, "slash and flash," rear curtain sync, fast shutter sync, light painting, slave and multiple flash setups. Students must provide their own digital SLR and light meter for this course.
Prerequisites: PHDI 1010, PHDI 1110, PHDI 1120 or instructor approval.

PHDI 2120: Product Photography
3.00 credits (2.00 lec/1.00 lab)
This studio course covers the planning, setup, execution and presentation of product photography. While utilizing digital technology, students will develop the lighting skills necessary to photograph a variety of products including glassware, fabrics, reflective objects, and food. Students must provide their own digital SLR and light meter for this course.
Prerequisites: PHDI 1230, PHDI 1250 or instructor approval.

PHDI 2130: Portrait Photography
3.00 credits (2.00 lec/1.00 lab)
This studio course covers the basics of professional portrait photography. Students will explore the ins and outs of people photography as they develop interpersonal communication skills and photographer-to-subject rapport; learn lighting and posing techniques for individual, environmental and group portraits; and examine portrait applications in the professional marketplace and the equipment requirements needed to succeed in the portrait photography industry. Upon completing this course, they will have a portrait portfolio consisting of children, groups, couples, individual and environmental portraits. Students must provide their own digital SLR and light meter for this course.
Prerequisities: *PHDI 1230, PHDI 1250 or instructor approval.*

PHDI 2140: Fashion Photography
2.00 credits (2.00 lec)
This course covers the creative and exciting area of fashion photography. Students will develop timing and rapport with their subjects as they prepare fashion photography portfolios for themselves and for individual models. Students will also explore some of the legal aspects of fashion photography such as consent, release forms and compensation. Students must provide their own digital SLR and light meter for this course. Students may be required to pay a lab fee for this course in order to cover professional modeling fees.
Prerequisite: PHDI 1230 or instructor approval.
Corequisite: PHDI 1030.

PHDI 2150: Wedding Photography
3.00 credits (2.00 lec/1.00 lab)
This course introduces students to professional wedding photography techniques. They will learn the tools of the trade, as well as posing techniques, the various types of wedding photography, and the pricing and presentation of wedding photography. There will be a heavy emphasis on guest speakers in this course. Students must provide their own digital SLR and light meter for this course.
Prerequisites: PHDI 1110, PHDI 1120, PHDI 1290 or instructor approval.

PHDI 2160: Infrared Photography
2.00 credits (2.00 lec)
This course gives students a thorough background in both the technical and aesthetic uses of infrared black-and-white and color films. They will use infrared films to produce a portfolio of images containing landscapes and architectural subjects, nature studies, portraits and fashion photographs. Students must provide their own 35mm SLR, 25A red filter and light meter for this course.
Prerequisites: PHDI 1110, PHOT 1100 or instructor approval.

PHDI 2170: Large-Format Photography
4.00 credits (3.00 lec/1.00 lab)
This course offers a hands-on opportunity to learn the operation and application of the 4x5 view camera. Students will learn perspective, sharpness control, magnification, and exposure compensation as they perform classroom exercises and detailed assignments. Students must provide their own light meter for this course.
Prerequisites: PHDI 1110, PHDI 1120, PHOT 1100 or instructor approval.

PHDI 2190: Photojournalism
2.00 credits (2.00 lec)
This is an introductory course into the field of photojournalism. Students will learn how to capture and convey a story with images and text. They will photograph news events, feature stories, briefly interview subjects and write captions as they perform assignments out in the field for the College newspaper and/or community publications. They will capture and edit images for publication using digital cameras and industry-standard software. Students will be required to provide their own digital SLR camera for this course.
Prerequisites: PHDI 1110, PHDI 1120, PHDI 1230 or instructor approval.

PHDI 2210: Portfolio Development and Presentation

4.00 credits (3.00 lec/1.00 lab)

This course covers the design, production, marketing concepts and techniques of self-promotion. Students will design, identify and organize portfolio components for a specific marketplace or employment opportunity. They will design and print collateral materials, including business cards, self-promo pieces, rèsumés, and letterhead. This course will culminate with a student-directed and -produced group photography exhibit. Students must provide their own digital SLR, light meter and print materials for this course.

Prerequisites: PHDI 2120, PHDI 2130 or instructor approval.

PHDI 2390: Advanced Production Lab 1

1.00 credit (1.00 lab)

This is an independent study course intended to provide students with equipment and software access on a self-directed basis. They will be required to plan and complete a project using the media tools of choice, as determined by both them and their instructor.

Prerequisites: Instructor approval; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060; current enrollment in PHDI program.

PHDI 2391: Advanced Production Lab 2

2.00 credits (2.00 lab)

This is an independent study course, intended to provide students with equipment and software access on a self-directed basis. They will be required to plan and complete a project using the media tools of choice, as determined by both them and their instructor.

Prerequisites: Instructor approval; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060; current enrollment in PHDI program.

PHDI 2392: Advanced Production Lab 3

3.00 credits (3.00 lab)

This is an independent study course intended to provide students with equipment and software access on a self-directed basis. They will be required to plan and complete a project using the media tools of choice, as determined by both them and their instructor.

Prerequisites: Instructor approval; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060; current enrollment in PHDI program.

PHDI 2430: Media Business

3.00 credits (3.00 lec)

This course covers basic business concerns. Types and elements of communication, business structures, record-keeping techniques and tax necessities, rèsumé essentials and interviewing techniques, budgets, bids and personal/company promotional tactics and materials are covered. Students will produce personal promotional materials and perform both a simulated and actual informational interview. Students will be required to design, and have printed, collateral materials including business cards, rèsumés and letterhead.

Prerequisites: PHDI 2120, PHDI 2130 or instructor approval; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060

PHDI 2470: Internship

3.00 credits (3.00 int)

This class provides on-the-job work experience with an emphasis on management by objective, as jointly determined by the student, instructor and internship supervisor.

Prerequisites: Instructor approval; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060; current enrollment in PHDI, and at least two semesters in the PHDI program.

PHDI 2490: Advanced Production

3.00 credits (3.00 lab)

This is an independent study course, intended to provide students with equipment and software access on a self-directed basis. They will be required to plan and complete a project using the media tools of choice, as determined by both them and their instructor.

Prerequisites: Instructor approval; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060; current enrollment in PHDI.

Physical Education

PHED 1100: Foundations of Fitness and Health

1.00 credit (0.50 lec/0.50 lab)

This course introduces the fundamental concepts of fitness and wellness. Through lecture, discussion, and physical fitness activities, students are introduced to the components of fitness, assessment tools, and various programs that contribute to physical and emotional health.

PHED 1101: Archery
1.00 credit (1.00 lab)
Designed for all skill levels, this course emphasizes fundamental archery skills. Archery tackle, rules, etiquette and safety in target shooting will be covered. Class will meet on campus and at a variety of outdoor archery settings. Transportation is not provided. A small fee may be charged to access certain shooting ranges. Students must provide their own arrows. Must be taken pass/fail.

PHED 1102: Recreational Games
1.00 credit (1.00 lab)
Designed for all ability and skill levels, this course will introduce students to the concepts of fitness and wellness through a variety of recreational activities. The class includes lecture, videos, demonstrations and participation in a variety of fun recreational pursuits. Must be taken pass/fail.

PHED 1103: Badminton
1.00 credit (1.00 lab)
This course introduces badminton skills. Students develop and improve their skills through participation, demonstration and discussion. The emphasis is placed on participation. Equipment is provided. Must be taken pass/fail.

PHED 1104: Water Exercise
1.00 credit (1.00 lab)
This course teaches exercises in the water to increase range-of-motion, muscle tone and cardiovascular endurance. Swimming skills are not necessary. Students exercise in a warm pool (84 degrees), and exercises are adapted for those with special needs. Class meets off campus for two hours/week. Transportation is not provided. Must be taken pass/fail.

PHED 1105: Bowling
1.00 credit (1.00 lab)
Designed for all skill levels, this course emphasizes fundamentals skills, scoring, game courtesies, handicapping, game strategy and progression to advanced skills. In-class league play is included. Class meets off campus for two hours/week. Transportation is not provided. Must be taken pass/fail.

PHED 1106: In-Line Skating
1.00 credit (1.00 lab)
Students of all abilities will develop competency in in-line skating. Instruction will begin without skates and cover activity preparation, balance, stopping, standing up, and the art of safe falling. Care and maintenance of the equipment will also be covered. Students must provide their own skates and protective equipment. Must be taken pass/fail.

PHED 1108: Beginning Hatha Yoga
1.00 credit (1.00 lab)
This course is designed to develop the mind and body through the ancient discipline of yoga. Emphasis will be on Yoga stretches, balance through body postures (ASANAS), flexibility, muscle tone, and a centered focusing leading to relaxation, as well as holistic discipline. Self-control and self-awareness are required. Must be taken pass/fail.

PHED 1109: Beginning T'ai Chi
1.00 credit (1.00 lab)
T'ai Chi is a system of physical exercise based on the principles of effortless breathing, rhythmic movement, and weight equilibrium. It is also a method of self-defense. An understanding of the philosophy behind T'ai Chi is included. Must be taken pass/fail.

PHED 1110: Golf
1.00 credit (1.00 lab)
Designed for the beginning golfer, this course emphasizes fundamentals of stance, swing, use of clubs, course procedures, strategy and etiquette. Students must have access to golf clubs. Transportation to golf course is not provided. Must be taken pass/fail.

PHED 1112: Tennis
1.00 credit (1.00 lab)
Designed to accommodate all skill levels, this course will emphasize the fundamental strokes found in tennis. Class will focus on forehand, backhand, volley, rules, etiquette and scoring. Students must provide a tennis racquet and three tennis balls. All other equipment will be provided by the school. Must be taken pass/fail.

PHED 1113: Racquet Sports
1.00 credit (1.00 lab)
This course is an introduction to tennis, pickleball, racquetball, badminton and table tennis, with emphasis on rules, etiquette, organization, and appreciation of the fundamental footwork, strokes and strategies for each game. Must be taken pass/fail.

PHED 1114: Minnesota Winter Outdoor Activities
1.00 credit (1.00 lab)
Designed for students of all skill levels, this course will provide the opportunity to develop downhill skiing, snowboarding, or cross-country skiing and snowshoeing skills. This course covers selection and care of equipment, appropriate clothing, winter outdoor safety and the fundamental skills found in each activity. It also emphasizes participation and skill development through lecture, videos, demonstration and discussion. Students may rent equipment or provide their own. Transportation is not provided. There is an additional fee charged for this course. Must be taken pass/fail.

PHED 1116: Racquetball
1.00 credit (1.00 lab)
Designed for the beginning player, this course emphasizes development of fundamental skills through participation, demonstration and discussion. Must be taken pass/fail.

PHED 1117: Mat Pilates
1.00 credits (1.00 lab)
This course acquaints you with the basic principles of Pilates: breath, focus, powerhouse and alignment. Through the precision of movement, proper form, and breath students will gain strength in and tone their powerhouse (abdominal, pelvic and back muscles). They will perform all exercises on a mat from their engaged powerhouse while using their own body weight as resistance.

PHED 1123: Weight Training
1.00 credit (1.00 lab)
This course is designed as an introduction to resistive exercise through the use of weight machines and free weights, with emphasis on total fitness through circuit training. Students will identify personal needs and pursue a program appropriate to those needs. Must be taken pass/fail.

PHED 1126: Effective Bicycling
1.00 credit (1.00 lab)
This is a course for beginning and intermediate adult bicycle riders. It covers conditioning sessions, bike mechanics and maintenance, bike handling principles, emergency maneuvers, cycling physiology, techniques for cycling in traffic, and techniques for dealing with exceptional conditions of weather, lighting, grades and presence of other cyclists. Students must provide their own multiple speed bicycle. Must be taken pass/fail.

PHED 1127: Hiking and Backpacking
1.00 credit (1.00 lab)
This course is designed to provide a camping experience with hiking. The on-campus sessions deal with selection, use and preparation of equipment for a trip. A camp-out with hiking will be arranged off campus, typically at a state park. Must be taken pass/fail.

PHED 1132: Relaxation Techniques
1.00 credit (1.00 lab)
This course is designed for the student interested in developing body awareness and relaxation techniques. It includes learning techniques to reduce distress and quiet the body, stretches for relaxing, diaphragmatic breathing, progressive relaxation, massage, and various other techniques. It also emphasizes decisions and choices that need to be made for acquiring good body awareness, all done within a psychophysical education approach. Must be taken pass/fail.

PHED 1134: Fitness Walking
1.00 credit (1.00 lab)
In this course, students will be introduced to the benefits of walking, learn good walking techniques, set fitness goals and document their activities. Must be taken pass/fail.

PHED 1136: Bicycle Touring
1.00 credit (1.00 lab)
This is a course for intermediate adult bicycle riders who want to learn the techniques of bicycle camping. Topics such as equipment, conditioning, attitude, preparation, nutrition, and crisis management are covered. There will be a two-day, self-contained tour covering at least 50 miles per day. Students must provide their own bicycle and camping equipment. Must be taken pass/fail.
Prerequisites: PHED 1126 or instructor approval.

PHED 1138: Folk Dance
1.00 credit (1.00 lab)
This course introduces students to a variety of folk dances. Instruction will focus on many different cultures and the importance of dance as it reflects diverse heritages. Active participation is required. Must be taken pass/fail.

PHED 1154: Scuba
1.00 credit (1.00 lab)
The purpose of the scuba course is to provide the basic knowledge and skills to safely gain experience in the diving environment. Successful completion leads to PADI (Professional Association of Diving Instructors) Open Water certificate. If students want to complete PADI open water certification, two lake trips are required. Must be taken pass/fail.

PHED 1156: Aerobic Workout
1.00 credit (1.00 lab)
This course is designed for the student interested in developing cardiovascular fitness through a variety of rhythmic, low- and high-impact movements to music. Class will progress from beginning levels, emphasizing each student's individual fitness level, to a level of increased activity. Must be taken pass/fail.

PHED 1157: Step Aerobics
1.00 credit (1.00 lab)
This course emphasizes cardiovascular and muscle conditioning through the use of the bench step, hand weights and exercise bands. Fitness assessment is included in this course. Must be taken pass/fail.

PHED 1164: Volleyball
1.00 credit (1.00 lab)
This course teaches the fundamentals of volleyball with emphasis on participation, basic skills, rules, strategy, teamwork and tournament play. Must be taken pass/fail.

PHED 1166: Soccer
1.00 credit (1.00 lab)
Designed for all skill levels, this course emphasizes fundamental skills with an emphasis on participation rules, game strategy and teamwork. Must be taken pass/fail.

PHED 1170–1175: Physical Education Topics
1.00 credit (1.00 lab)
This course will focus on skill development in activities that reflect current trends in the physical education field—for example, recreational activities, sports activities, sports officiating or adventure exploration. Cannot be taken pass/fail.

PHED 1176–1179: Physical Education Topics
1.00 credit (1.00 lec)
This course will examine timely topics in the physical education field. These topics will be pertinent to current trends in recreational activities, sports activities, sports officiating adventure exploration, special event planning and will use child-development approaches to activities. Cannot be taken pass/fail.

PHED 1180: Fitness Intensity Training
1.00 credit (1.00 lab)
This course is for students who wish to achieve an upper level of physical conditioning. The course includes strength training, flexibility, aerobic/endurance activities and assessment of physical fitness. Must be taken pass/fail.

PHED 1190: Self-Defense for Women
1.00 credit (1.00 lab)
This course helps students develop physical and psychological skills to avoid or stop physical assault, harassment, and dangerous situations. Class sessions will include practicing physical techniques of basic striking and kicking, shifting, blocking, and releasing. Some time will also be spent learning to analyze dangerous situations, victim behavior, the mentality of attackers, and issues of domestic violence and sexual harrassment/violence. Must be taken pass/fail.

PHED 1199: Supervised Activity Programs
1.00 credit (1.00 lab)
This course is designed to allow students to register for credit for an instructional program or individual fitness program that they design. An activity contract must be completed and approved by the instructor during the first week of the semester. Must be taken pass/fail.

PHED 2100: Outdoor Activities and Leadership
2.00 credits (1.00 lec/1.00 lab)
This course is designed to introduce students to effective methods of leading people in outdoor settings and their connection with the natural environment. Throughout the course, they will work closely with organizations such as the YMCA and Camp Courage staff. Students will learn developmental approaches to building safe and welcoming environments for participants, while learning the basic skills necessary to participate in outdoor recreational activities. Skills include: setting up a campsite, starting a fire, putting up a tent, knot-tying, canoeing, orienteering and outdoor cooking. This course is graded A–F only.

PHED 2200: Coaching Basketball
2.00 credits (2.00 lec)
This course will examine principles, philosophies, systems and styles involved in coaching basketball. Students will learn offensive and defensive theory and strategy, rules study, fundamental techniques and administrative/organizational aspects of coaching basketball.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052 or instructor approval.

PHED 2203: Intercollegiate Basketball (Women)
1.00 credit (1.00 lab)
This activity is designed for students who participate in intercollegiate basketball. All students need coach/athletic director permission to enroll. This course is graded A–F.
This course does not fulfill the PE requirement for the A.A. degree.

PHED 2205: Intercollegiate Basketball (Men)
1.00 credit (1.00 lab)
This activity is designed for students who participate in intercollegiate basketball. All students need coach/athletic director permission to enroll. This course is graded A–F.
This course does not fulfill the PE requirement for the A.A. degree.

PHED 2207: Intercollegiate Golf (Co-ed)
1.00 credit (1.00 lab)
This activity is designed for students who participate in intercollegiate golf. All students need coach/athletic director permission to enroll. This course is graded A–F.
This course does not fullfil the PE requirement for the A.A. degree.

PHED 2208 Advanced Hatha Yoga
2.00 credits (1.00 lec/1.00 lab)
This course is designed for students who want to deepen their yoga practice. In addition to performing advanced asanas, such as inversions and arm balances, students will also broaden their knowledge of the yoga way of life. They will explore such topics as the Asthanga pathway, ayruveda, chakras, Sanskrit and proper sequencing for home practice. This class must be taken pass/fail.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051; PHED 1108 or permission of instructor.

PHED 2998: Directed Study
Prerequisites: One course in PHED.

Physics

PHYS 1100: Introduction to Physics
4.00 credits (3.00 lec/1.00 lab)
This course is an introduction to the basic principles of physics and how these principles explain everyday phenomena. The course is intended for liberal arts students and students interested in taking a basic science course before enrolling in advanced science courses. The lecture/theory portion of this course is offered both on campus in the classroom and as a Web course. This course includes two hours of required lab per week, which must be taken on campus.
Fulfills MnTC Goal Area 3.
Prerequisites: Placement into MATH 0080 or completion of MATH 0070.

PHYS 1131: College Physics 1
5.00 credits (4.00 lec/1.00 lab)
This course is the first of a two-semester course sequence and is an algebra- and trigonometry-based course designed to familiarize the student with the physical phenomena underlying both the natural universe and human technology. Subjects include mechanics, heat and thermodynamics, wave phenomena, sound, physical and geometrical optics, electricity, magnetism, and postclassical physics. Many science-related programs, such as pharmacy, architecture and physical therapy, require a physics course of this type. This course also satisfies the physics requirement for some premed curricula. This course includes two hours of laboratory instruction per week.
Fulfills MnTC Goal Area 3.
Prerequisites: Two years high school algebra and high school trigonometry OR MATH 1110 and MATH 1120 or MATH 1125.

PHYS 1132: College Physics 2
5.00 credits (4.00 lec/1.00 lab)
This course is the first of a two-semester course sequence and is an algebra- and trigonometry-based course designed to familiarize the student with the physical phenomena underlying both the natural universe and human technology. Subjects include mechanics, heat and thermodynamics, wave phenomena, sound, physical and geometrical optics, electricity, magnetism, and postclassical physics. Many science-related programs, such as pharmacy, architecture and physical therapy, require a physics course of this type. This course also satisfies the physics requirement for some premed curricula. This courses must be taken in sequence unless permission of the instructor is obtained. This course includes two hours of laboratory instruction per week.
Fulfills MnTC Goal Area 3.
Prerequisite: PHYS 1131.

PHYS 1211: Physics for Science and Engineering 1
6.00 credits (5.00 lec/1.00 lab)
Topics include mechanics and thermodynamics. This course satisfies the physics requirement for engineering, premed, and chemistry majors. Students must register for a lab section, which is an integral part of this course.
Fulfills MnTC Goal Area 3.
Prerequisites: Extensive high school physics or PHYS 1131.
Prerequisite/Corequisite: MATH 1180.

PHYS 1221: Physics for Science and Engineering 2
6.00 credits (5.00 lec/1.00 lab)
Topics include waves and electricity and magnetism, as well as optics if time permits. This course satisfies the physics requirement for engineering, premed and chemistry majors. Students must register for a lab section, which is an integral part of this course.
Fulfills MnTC Goal Area 3.
Prerequisites: Extensive high school physics including electricity or PHYS 1211.
Prerequisite/Corequisite: MATH 1190.

PHYS 2998: Directed Study
Prerequisite: One course in PHYS.

Political Science

PSCI 1101: American Government and Politics
3.00 credits (3.00 lec)
This course provides an introduction to American government and politics. It includes the study of the constitutional foundations of the American political system by examining the Constitution, the politics of federalism, and our tradition of civil liberties and civil rights; the study of political processes, participation, and power by examining interest groups, political parties, campaigns, and elections; the study of the institutions of the American government by examining the Congressional, Executive and Judicial branches; and policy and policy formation in American government.
Fulfills MnTC Goal Areas 5 and 9.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

PSCI 1102: State and Local Government
3.00 credits (3.00 lec)
This course traces the development of local political systems in the United States with special emphasis on state Legislatures and city and county governments.
Fulfills MnTC Goal Areas 5 and 9.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

PSCI 1103: Comparative Government

3.00 credits (3.00 lec)

This course examines and compares the governments of various countries of the world. Countries studied are chosen to illustrate different types of governments, as well as to show the diversity of governmental systems in the world. Examples are taken from the industrial democracies and the emerging democracies, from former communist countries and existing communist countries, from authoritarian regimes and democratic regimes, from the developed world and the developing world.

Fulfills MnTC Goal Areas 5 and 8.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

PSCI 1104: World Politics

3.00 credits (3.00 lec)

This introductory course helps students develop a better understanding of the major issues and conflicts that challenge our present global order. The course will cover the following main topics: the politics of intervention; cooperation and conflict in global institutions; south-north relations and the politics of hunger, development, foreign aid, and trade; politics of human rights and the environment; politics of the arms race; and case studies in the politics of international conflicts. The selection will depend on world events as they occur during the semester.

Fulfills MnTC Goal Areas 5 and 8.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

PSCI 1110: Introduction to Political Science

3.00 credits (3.00 lec)

This course deals with a number of topics that are part of the academic discipline of political science, including political theory, political ideologies, government, political culture, politics of diversity, politics of media, politics of change, political economy, international politics, and comparative government. The course draws its context and contents, its examples and its processes, from a global reality as much as possible, giving the course a special emphasis on the topics of comparative government and international politics. The course also requires students to examine their own political experience, political ideas, political culture, and political socialization in the context of considerations of alternative diverse opinions, interests, and ethical views.

Fulfills MnTC Goal Areas 5 and 9.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

PSCI 1111: Reclaiming Democracy: An Introduction to Civic Engagement

1.00 credits (1.00 lec)

This course teaches students about the individual and societal benefits of civic engagement theory and practices and the practical challenges of motivating mass citizen engagement. Students will participate in civic engagement projects (or public projects) on campus and within the broader community; explore how to contribute to ethical and democratic governance, foster civil society, build social capital, and advance sustainable communities; and learn how to connect their own political experiences to research on civic engagement theory, history and practice.

Fulfills MnTC Goal Areas 5 and 9.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

PSCI 1137: Environment, Politics and Society

3.00 credits (3.00 lec)

This course provides an examination of the global environmental challenges confronting the world today and the range of solutions that have been proposed to solve these problems. Scientific, technological, social, economic and political dimensions are integrated into the problem-solving, critical thinking and social-change strategizing that is at the core of this course. Case studies include local, national and international examples of both problems and actions people are taking to "save" the planet.

Fulfills MnTC Goal Areas 5 and 10.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

PSCI 1140: Introduction to Latin America

3.00 credits (3.00 lec)

The purpose of this course is to provide an introductory and interdisciplinary overview of the contemporary problems and achievements of Latin American countries and peoples. Students will examine the contemporary history, politics, culture, economy and social structure of the region using the concepts of internal and external conflict, innovation and transformation. Key issues and events include colonial legacies; dilemmas of economic and political development; migration and urbanization; race, ethnicity and gender; religion and cultural identity; relations with the U.S.; and the region's role in the world today.

Fulfills MnTC Goal Areas 5 and 8.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

PSCI 1143: Introduction to the Middle East

1.00 credit (1.00 lec)

This course provides an introduction to the region of the Middle East and key conflicts and challenges within it. Students will become more familiar with the countries and cultures of the region as we examine the different forces that unite and divide the peoples who live there. Special focus will be given to the politics of oil, post-9/11 wars and conflicts (especially Iraq), the role of Islam and the Israeli-Palestinian conflict. Students will also examine different perspectives on the role of U.S. policy, and learn about organizations and resources to continue their education on Middle East issues. (Note: Any major crisis in the region that may exist at the time of each course offering will be integrated into our study.)

Fulfills MnTC Goal Areas 5 and 8.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

PSCI 1147: Introduction to China, Japan and the Asian Pacific Rim

1.00 credit (1.00 lec)

This course provides an introduction to the Asian Pacific Rim region in general and especially to the countries of China and Japan. Students will become more familiar with the countries and cultures of the region and examine the different forces that unite and divide the people who live there. They will learn about the major internal and external factors that are driving the changes, challenges and conflicts that each country faces. (Note: Any major crisis in the region that may exist at the time of each course offering will be integrated into our study.)

Fulfills MnTC Goal Areas 5 and 8.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

PSCI 1149 Introduction to Mexico

1.00 credit (1.00 lec)

This course provides an introduction to the country of Mexico including its relationship with the United States and regional neighbors in Latin America and the Caribbean. In order to better understand contemporary Mexico, students will explore geographic and key historical as well as current internal and external political, economic, social and cultural forces that drive change and spur conflict in this country today. Key topics include migration and immigration, the role of the NAFTA and other trade treaties and the impact of the Zapatista resistance movement. Students will also become familiar with the Resource Center of the Americas and other Mexico-related organizations and resources.

Fulfills MnTC Goal Areas 5 and 8.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

PSCI 1169: Introduction to Human Rights

1.00 credits (1.00 lec)

This course provides an introduction to the concept of human rights and how they have evolved, the tools that exist to pursue them and the kind of work that is being done to define and promote them in the United States and globally. In this class, students will meet human rights activists from a number of fields and become familiar with organizations and resources for continuing your education on human rights issues.

Fulfills MnTC Goal Areas 5 and 8.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

PSCI 2000: Constitutional Law

3.00 credits (3.00 lec)

This course is an overview of the origins of the U.S. Constitution and its continuing evolution through amendment and interpretation. Changing power relationships within government and changing definitions of the basic rights of citizens will be examined through the study of important case decisions, both historic and contemporary, with an eye to demonstrating the fluid nature of our Constitutional system. Emphasis will be placed on the practical impact of the Constitution and of Supreme Court decisions upon the enforcement of criminal laws.

Fulfills MnTC Goal Areas 5 and 9.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

PSCI 2998: Directed Study

Prerequisite: One course in PSCI.

Polysomnographic Technology

PSOM 1000: Introduction to Sleep and Rest

3.00 credits (3.00 lec)

This course introduces students to the basic human need of sleep and rest. They will learn about the importance of sleep and rest for a healthy life, sleep cycles, the history of sleep and common sleep disorders; and be introduced to the field of sleep science and its relevance to other health professions. This course is open to the public as a health elective and is also a required course in the Polysomnographic Technology A.A.S. program.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

PSOM 1100: Fundamentals of Polysomnography
3.00 credits (3.00 lec)
This course covers the history and evolution of sleep medicine, the scope of the practice for Polysomnographic Technologists, and ethical considerations in healthcare. The classifications of sleep disorders and common therapeutic modalities will be introduced. Students will learn appropriate patient interactions and medical documentation. The role of the Polysomnographic Technologist as a member of the healthcare team will be emphasized. The course includes a site visit to a sleep laboratory.
Prerequisite: Admission to the Polysomnographic Technology program, PSOM 1000.

PSOM 1200: Anatomy and Physiology of Sleep and Breathing
2.00 credits (2.00 lec)
In this course, students will learn neurological and respiratory structure and function as it relates to sleep across the lifespan. Topics include circadian sleep/wake rhythms and the bioelectrical signals generated within the body. An introduction to normal human sleep staging is also included. Course meets the first eight weeks of the term.
Prerequisites: Admission to the Polysomnographic Technology program, BIOL 2224.
Corequisite: PSOM 1100.

PSOM 1300: Pathophysiology and Classification of Sleep Disorders
2.00 credits (2.00 lec)
In this course, students will explore the pathophysiology of sleep disorders across the lifespan. Topics take in the major categories of sleep disorders described the International Classification of Sleep Disorders and an introduction to common therapies, including positive airway pressure (PAP), supplemental oxygen, as well as pharmaceutical and surgical treatments. Emphasis will be placed on the effects of pathology and treatment on the polysomnographic recording. Course meets the second eight weeks of the term.
Prerequisites: Admission to the Polysomnographic Technology program, BIOL 2224.
Corequisites: PSOM 1100 and PSOM 1200.

PSOM 1400: Instrumentation in Polysomnography
5.00 credits (3.00 lec/2.00 lab)
In this course, students will learn the principles of electricity necessary for polysomnography, with emphasis on signal amplification and filtration, characteristics of waveforms, and recognition of artifacts. The laboratory focuses on the preparation of recording equipment and the patient for polysomnography, including calibrations, the use of ancillary equipment and the application of electrodes and other monitors. Course meets the first eight weeks of the term.
Prerequisites: PSOM 1100, PSOM 1200 and PSOM 1300.
Corequisites: PSOM 1500 and PSOM 1600.

PSOM 1500: Monitoring and Introduction to Therapeutic Interventions
4.00 credits (2.00 lec/2.00 lab)
In this course, students will learn the principles of monitoring and therapeutic interventions in Polysomnography. Theory concepts will be reinforced in the lab setting. Topics include the production of high-quality recordings and the principles of PAP titration and oxygen therapy. Students will also learn to respond to recording artifacts and complications of PAP and oxygen therapies.
Prerequisites: PSOM 1100, PSOM 1200 and PSOM 1300.
Corequisites: PSOM 1400 and PSOM 1600.

PSOM 1600: Clinical 1
3.00 credits (3.00 lab)
In this introductory clinical course, students will prepare patients for polysomnographic monitoring and therapeutic interventions in the clinical setting. Emphasis will be placed on patient care and safety in the setting of a sleep laboratory, as well as preparation and initiation of routine polysomnographic testing in patients of all ages. Course meets the second eight weeks of the term. Must be taken pass/fail.
Prerequisites: PSYC 2240, PSOM 1100, PSOM 1200 and PSOM 1300.
Corequisites: PSOM 1400 and PSOM 1500.

PSOM 2000: Polysomnography Theory Integration
4.00 credits (4.00 lec)
In this course students will continue to develop an understanding of the field of Polysomnography by advancing to more complex testing procedures and higher levels of data collection and interpretation. Further emphasis will be placed on accurate differentiation of sleep stages; recognition of abnormal ECG patterns; and categorization of respiratory events, including apnea, hypopnea, hypoventilation, central apnea, periodic breathing, Cheyne-Stokes respiration and upper-airway resistance.
Prerequisites: PSOM 1400, PSOM 1500 and PSOM 1600.
Corequisites: PSOM 2100, PSOM 2200 and PSOM 2300.

PSOM 2100: Clinical 2
4.00 credits (4.00 lab)
In this clinical course, Students will apply previously learned theoretical concepts and skills in Polysomnography, while providing care to patients across the lifespan who are undergoing polysomnographic testing and therapeutic interventions. Must be taken pass/fail.
Prerequisites: PSOM 1400, PSOM 1500 and PSOM 1600.
Corequisites: PSOM 2000, PSOM 2200 and PSOM 2300.

PSOM 2200: Clinical 3
5.00 credits (5.00 lab)
In this 160-hour, clinically based course, students will further develop skills in the role of the Polysomnographic Technologist. Off-campus practicum experiences at area sleep centers will provide them with an environment that fosters professional role development and clinical problem-solving skills. The emphasis is on production of high-quality polysomnographic recordings; titration of advanced CPAP, Bi-level PAP and oxygen therapies; and the accurate and timely scoring and reporting of polysomnographic data. Measurement of daytime sleepiness will also be included. Must be taken pass/fail.
Prerequisites: PSOM 1400, PSOM 1500 and PSOM 1600.
Corequisites: PSOM 2000, PSOM 2100 and PSOM 2300.

PSOM 2300: Synthesis Internship
3.00 credits (3.00 int)
This course provides graduating Polysomnography Technology students with a capstone experience in the sleep center industry. The course competencies include performance of comprehensive sleep studies in area sleep centers. Students may choose to focus on a particular patient population as an area of interest, with instructor permission. Must be taken P/F.
Prerequisites: PSOM 1400, PSOM 1500 and PSOM 1600.
Corequisites: PSOM 2000, PSOM 2100 and PSOM 2200.

Psychology

PSYC 1100: Applying Psychology
3.00 credits (3.00 lec)
The course examines how psychological concepts can be applied to everyday life. A variety of topics focusing on personal adjustment are included, such as the effects of stress, memory formation, interpersonal relationships and strategies for changing behavior. The course is designed for students who are not planning to take General Psychology.
Fulfills MnTC Goal Area 5.
Prerequisite: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

PSYC 1110: General Psychology
4.00 credits (4.00 lec)
This course is an introduction to the scientific study of behavior and mental processes. A variety of topics such as the brain, memory, learning, social influence, motivation, emotion, personality, mental disorders and therapy are discussed.
Fulfills MnTC Goal Area 5.
Prerequisite: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

PSYC 2215: Child and Adolescent Psychology
3.00 credits (3.00 lec)
This course examines how and why people change from the prenatal period through adolescence. While the focus is on typical developmental changes in the cognitive, physical, personality and social-emotional areas, disorders and problems salient to each age are discussed.
Fulfills MnTC Goal Area 5.
Prerequisite: PSYC 1110, placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

PSYC 2240: Lifespan Development
4.00 credits (4.00 lec)
The course provides a comprehensive view of human development from conception to death. Important aspects of development changes, (biological, cognitive and psychosocial) are examined, as well as problems and issues salient to various developmental stages.
Fulfills MnTC Goal Areas 5 and 9.
*Prerequisite: PSYC 1110, placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.**
**These prerequisites are only for non-Nursing program students. Nursing students should work with Nursing program admissions to determine if prerequisites are met.*

PSYC 2250: Abnormal Psychology
3.00 credits (3.00 lec)
Abnormal Psychology expands on the brief sample of psychological disorders studied in General Psychology. This course reviews the personality theories underlying the multiple explanations of psychological disorders and examines the symptoms, etiology and treatment of disorders (e.g. schizophrenia, mood disorders and autism). Assessment and diagnostic procedures and issues are discussed, as well as social, ethical, cultural and legal issues that intersect with the mental health field, especially in regard to the treatment of mental illness.
Fulfills MnTC Goal Area 5.
Prerequisite: PSYC 1110, placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

PSYC 2260: Social Psychology
3.00 credits (3.00 lec)
Social psychology is the scientific study of how people think about, influence and relate to one another. The four basic themes are: 1) Social thinking: How we view ourselves and others and how we assess the accuracy of our impressions, intuitions and explanations; 2) Social influence: Examining the nature of conformity, persuasion and group influence so we can better recognize their influence upon us; 3) Social relations: Examining positive and negative attitudes and behavior in areas such as attraction, altruism, aggression, violence and peacemaking; and 4) Application of psychological principles to law, business and health.
Fulfills MnTC Goal Areas 5 and 9.
Prerequisite: PSYC 1110, placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

PSYC 2285: Topics of Psychology
1.00–4.00 credits (1.00–4.00 lec)
This course will review research and principles in specific content areas. The various topics are chosen for timeliness, student interest and applied value.
Fulfills MnTC Goal Area 5.
Prerequisite: PSYC 1110, placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

PSYC 2998: Directed Study
Prerequisite: One course in psychology.

Reading

READ 0100: Reading 1
5.00 credits (5.00 lec)
In this course, students will learn the academic and lifelong reading strategies needed for success in technical programs and many associate of arts majors. They will learn how to master technical and academic vocabulary; learn how to understand and remember more of what they read; and how to follow complex directions and use reference manuals. This class includes a computer lab.
Must be taken pass/no credit.
Prerequisites: Placement into READ 0100 or completion of ESOL 0042 and teacher recommendation into READ 0100.
Prerequisites/Corequisites: ESOL 0043 or exemption.

READ 0200: Reading 2
3.00 credits (3.00 lec)
This course is intended for students who have adequate skills for popular reading but lack the reading skills needed for success in sophisticated technical programs or in liberal arts courses. The course teaches students strategies for maintaining concentration on long textbook assignments and maintaining comprehension when reading challenging texts and manuals that contain complex information and unfamiliar vocabulary. It also teaches them how to remember what they've read and to demonstrate knowledge adequately on assignments, projects and tests. Must be taken pass/no credit.
Prerequisites: Placement into READ 0200 or completion of READ 0100 or ESOL 0042 with faculty recommendation into READ 0200.
Prerequisites/Corequisites: ESOL 0043 or exemption.

READ 1300: College Textbook Reading
3.00 credits (3.00 lec)
This course focuses on applying college-level reading skills to the specialized context of reading occupational, academic and technical textbooks and supplementary materials. Students will learn self-assessment techniques to monitor their comprehension, analyze the text structure of various disciplines and programs, learn strategies for reading different kinds of text, and apply various strategies for developing and expanding their vocabulary.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052 and ESOL 0043 or exemption.

READ 2200: Topics in Advanced Critical Reading
3.00 credits (3.00 lec)
This topics course develops critical skills through a program of intensive, advanced college reading, which focuses upon current social, political, scientific, ethical issues or current events. The readings explore the topic from a variety of viewpoints and disciplines. Students will explore both the course topic and processes/procedures of reading critically.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052.

Recreation Studies

RECR 1170–1175: Urban Park, Recreation and Youth Development Topics
1.00 credit (1.00 lab)
This course focuses on skill development in activities that reflect current trends in the Urban Park, Recreation and Youth Development field. These activities will be pertinent to current trends in recreational activities, sports activities, sports officiating, adventure exploration and special event planning with consideration to child-development approaches to course content.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

RECR 1176–1179: Urban Park, Recreation and Youth Development Topics
1.00 credit (1.00 lec)
This course will examine timely topics in the Urban Park, Recreation and Youth Development field. These topics will be pertinent to current trends in recreational activities, sports activities, sports officiating, adventure exploration, special event planning and will consider child-development approaches to these subjects.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

RECR 1510: Orientation to Urban Park Recreation and Youth Development

3.00 credits (3.00 lec)

This course focuses on the professional development of practitioners in Urban Park, Recreation and Youth agencies in the urban setting. Its emphasis is on developing a personal philosophy in the field of recreation. Other aspects include the history of leisure professional development and continuing trends and issues in the field.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

RECR 1810: Recreation Program Planning

3.00 credits (3.00 lec)

This course surveys a variety of issues involved in program design and evaluation. Specific topics to be examined include program philosophy development, needs assessment and program promotion. Students will research, identify and plan a community-based parks and recreation project.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

RECR 1900: Public Work in Urban Schools and Community Sites

3.00 credits (2.00 lec/1 lab)

Using Public Achievement as a teacher-development initiative, students will act on their self-interests and participate on teams to create public work that is nonviolent and contributes to the common good. Working with faculty coaches, they learn the 12 core concepts of Public Achievement and apply them to urban education settings. Students will develop collaborative and democratic working skills (Teacher-as-Citizen and Teacher-as-Leader models), both in academic and small-group settings. They will read about democratic pedagogical and community-organizing theories and practices.

Prerequisite: EDUC 1500, or coordinator's approval.

RECR 2100: Outdoor Activities and Leadership

2.00 credits (1.00 lec/1.00 lab)

This course is designed to introduce students to effective methods of leading people in outdoor settings and their connection with the natural environment. Throughout the course, they will work closely with organizations such as the YMCA and the Camp Courage staff. They will learn developmental approaches to building safe and welcoming environments for participants while learning the basic skills necessary to participate in outdoor recreational activities. Skills include: setting up a campsite, starting a fire, putting up a tent, knot-tying, canoeing, orienteering and outdoor cooking. Must be taken A–F only.

RECR 2510: Facilities, Security and Personal Safety

3.00 credits (3.00 lec)

This course introduces students to the basic managment of park and recreational facilities. Students will study the history, principles and relationships of current safety and security concepts, theories and practices.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

RECR 2600: Field Experience: Educators and Youth Workers

3.00 credits (2.00 lec/1 lab)

Using Public Achievement as a teacher-development initiative, students will coach young people in public work teams. They will lead (or co-lead) a team of urban students through the students' Public Achievement experiences. Working with coach coordinators, they will regularly participate in pre-coaching meetings as well as self- and group-reflective de-briefing meetings. Coaching sites vary from semester to semester, but they are always off-campus.

Prerequisite: RECR 1900.

RECR 2900: Seminar 4: Internship in Parks and Recreation

3.00 credits (2.00 int/1.00 lab)

Academia meets real world, through reflection and exploration, as students work side by side with professionals in the fields of parks, recreation and with youth, using the UPRY core concepts gathered in the program's course work. Entry-level skills in programming, marketing/public relations, facility management, assessment of services and team-building will be developed in real-world settings according to their career goals. Students will be expected to gain a greater understanding of the agencies they work in and the diverse people that participate in their programs. They will regularly check in with the UPRY instructor to help shape their understanding of their experience and examine your performance.

Prerequisites: UPRY 2600 and admission to the program.

Sociology

SOCI 1105: Introduction to Sociology

3.00 credits (3.00 lec)

This course covers an introduction to the sociological method and perspective. The course will give students a grasp of how social scientific inquiry is conducted; how to use sociological theory and concepts; and the importance of a global perspective in understanding people, their problems and potentials.

Fulfills MnTC Goal Areas 5 and 7.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

SOCI 1106: Sociology of Deviance
3.00 credits (3.00 lec)
This course uses a sociological perspective to examine the processes of rule-making and rule-breaking. It includes a survey of theories explaining deviance, and the application of these theories to a number of issues often defined as deviance: crime, juvenile delinquency and gangs, mental illness, and life-style variation, among others.
Fulfills MnTC Goal Areas 5 and 7.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

SOCI 1110: Families in Contemporary Society
3.00 credits (3.00 lec)
This course is an exploration of the complexity of the family, intimacy and sexuality in a changing America. The course explores how families can provide support and strength for individuals; students will also investigate societal threats to family cohesion and strength.
Fulfills MnTC Goal Areas 5 and 7.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

SOCI 1160: Technology, Culture and Society
3.00 credits (3.00 lec)
The use of technology is a basic feature of all human societies—our technologies influence our relations with each other and with the natural environment. Equally important, technology itself is a product of economic, political and cultural patterns. The study of technology will tell us about the kind of society we make for ourselves.
Fulfills MnTC Goal Areas 5 and 10.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

SOCI 1170: Women in a Global Perspective
3.00 credits (3.00 lec)
Around the world, women are engaged in struggles to address issues of survival, identity, and social change in order to make a better world for themselves, their families, and their communities. These efforts, in turn, have influenced the emergence of an international women's movement and a new conception of human rights and global action. This course examines the development and intersection of these local and international women's movements through case studies from selected countries in Africa, Asia, the Middle East and Latin America. Students will examine issues of status, diversity and cross-cultural understanding as they explore the different types of problems and challenges women face in other parts of the world and the different kinds of strategies they are creating to make change.
Fulfills MnTC Goal Areas 5 and 8.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

SOCI 2115: Family Violence
3.00 credits (3.00 lec)
What factors contribute to family violence? Can they be identified and changed so that future violence can be prevented? This course surveys the major patterns of child abuse, violence in relationships, elder abuse and other forms of family crisis.
Fulfills MnTC Goal Areas 5 and 7.
Prerequisites: One course in SOCI, PSYC, or HSER; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

SOCI 2145: American Minority Relations
3.00 credits (3.00 lec)
This course examines the idea of "minority group" in the historical and present context of American society. Along with equality, freedom, and justice, discrimination, inequality, and racism are among our oldest values. This course seeks to confront this contradiction openly and honestly.
Fulfills MnTC Goal Areas 5 and 7.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

SOCI 2150: Sociology of Aging
2.00 credits (2.00 lec)
This course explores the social forces which affect older people and examines the sociological processes of aging from a life cycle approach. Major areas covered include myths and stereotypes, employment and retirement, older families, psychosocial theories of aging, successful aging, social issues and community resources for older persons.
Fulfills MnTC Goal Area 5.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

SOCI 2155: Introduction to Criminal Justice
3.00 credits (3.00 lec)
This course is intended to give an overview of the American criminal justice system, with specific review of the roles and responsibilities of the police, courts, corrections institutions and the democratic foundations upon which the system is based. In addition, the course is appropriate for those who want to learn more about career options in the areas of criminal justice.
Fulfills MnTC Goal Areas 5 and 9.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052.

SOCI 2998: Directed Study
Prerequisite: One course in SOCI.

Sound Arts

SNDA 1310: Sound Arts 1: The Nature and Control of Sound

3.00 credits (3.00 lec)

This course introduces students to sound: its fundamental nature; the manner in which it is controlled in air, as well as in the worlds of electronics and computers; and ways in which it can be formed to create art. Along with the exploration of theory and concepts related to sound control, students will complete individual exercises in the sound labs, culminating in the creation, recording and final mixdown of an original artwork.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051; placement into MATH 0070 or completion of MATH 0060; demonstration of computer literacy skills.

SNDA 1320: Sound Arts 2: Advanced Recording and Sync

3.00 credits (2.00 lec/1.00 lab)

This course extends your theoretical base in sound with exploration of advanced topics in analog signal flow, gain-staging and processing, as well as the foundations of nonlinear digital recording, sampling, synthesis, editing, and time coding. Theory moves to practical lab experience in live multitrack recording and mixing. You will do individual and group recording projects in MCTC sound studios involving music, dialogue and effects; work with commercial production music; and tie sound projects to video or film.

Prerequisites: SNDA 1310.

SNDA 1360: Sound Arts History and Literature

3.00 credits (3.00 lec)

In this course, students will explore the relationship between technology and the sound arts by listening to, reading about, and discussing important music recordings, film soundtracks, and videos from the body of works created in these media. Using an historical perspective, a study will be made of the electronic and computer music produced in institutional and private studios through this century, the landmark pop and rock recordings, the development of film music and sound design and the effect of technology on live performance.

Prerequisites: SNDA 1310 and MUSC 1150.

SNDA 2330: Sound Arts 3: Advanced Digital Sound and Music

4.00 credits (3.00 lec/1.00 lab)

This is an advanced course focusing on the operation of the digital desktop studio as a tool for practical application of the theories and concepts learned up to this point in the Sound Arts program. Recording and conversion will be reviewed prior to the exploration of advanced techniques in synthesis, sampling, editing, signal processing and mixing, both within the nonlinear environment and in the larger digital studio. Data transfer in several formats will be considered. Students will become familiar with a variety of hardware and software and will complete a final project in a chosen area.

Prerequisite: SNDA 1320.
Corequisite: SNDA 2340.

SNDA 2340: Sound Arts 4: Form and Design

3.00 credits (3.00 lec)

This is an advanced course focusing on the use of high-technology studios in the composition and production of a set of art works in sound design and music. Principles of form and design studied in previous courses will be amplified and made specific in several projects. Students will experience the creative process from start to finish, lay the groundwork for the final, larger project to come and provide a portfolio of finished works for the benefit of potential employers or clients.

Prerequisites: SNDA 1320 and MUSC 1160.
Corequisite: SNDA 2330.

SNDA 2350: Sound Arts 5: Final Project

3.00 credits (2.00 lec/1.00 lab)

Students will complete a major final project in sound, based upon the concepts, theories and practical experience absorbed during the course of their degree program in Sound Arts. They will demonstrate technical competence by composing or designing, recording or generating, processing and mixing down to final master, a work in music or sound design grown from a personal vision. Discoveries, problems, new techniques and other experiences will be shared in a class-seminar atmosphere.

Prerequisites: SNDA 2330 and SNDA 2340.

SNDA 2370: Project Studio Design

3.00 credits (3.00 lec)

In this course, students will learn how to design a personal, individualized studio for professional work in music or sound design as studied in the Sound Arts program. Topics include relating room design to the end-product envisioned, cost planning, acoustic treatment and control, AC and electronic interface design and ergonomics. After completing the course, students will have an actual design plan for their specific real or envisioned studio space.

Prerequisite: SNDA 1320.

SNDA 2380: Internship

3.00 credits (3.00 int)

The Internship provides second-year Sound Arts students with an opportunity to work in the industry. Internship placement will reflect their personal direction in Sound Arts. The Internship is available only to degree students. They are required to notify the Internship coordinator in advance of placement and registration.

Prerequisites: SNDA 1310 and SNDA 1320.

SNDA 2390: Sound Arts as Business

3.00 credits (3.00 lec)

This course examines the prospect of developing, creating and delivering music and sound art for financial gain, as an independent artist or technician. Students will learn to match industry needs to their particular talents and interests, develop a business plan for reaching their goals, perform basic bookkeeping and tax procedures, market their business, and protect and profit from their art through copyright and other means. Students will leave this course with a better understanding of the business side of the music and sound industry and with practical techniques necessary for working in the area.

Prerequisite: Acceptance into the Sound Arts program.

SNDA 2998: Directed Study

Prerequisites: one course in SNDA; placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051; placement into MATH 0070 or completion of MATH 0060; demonstration of computer literacy skills.

Spanish

SPAN 1000: Beginning Spanish 1

5.00 credits (5.00 lec)

This course provides an introduction to the language and cultures of Spain and Latin America. This course parallels beginning Spanish courses offered at other liberal arts institutions. Students will develop basic listening, speaking, reading and writing skills necessary to communicate about self, family and daily life, as well as basic survival needs. They will also explore cultural aspects of the Spanish-speaking world.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

SPAN 1100: Beginning Spanish 2

5.00 credits (5.00 lec)

This course is a continuation of SPAN 1000 and is also appropriate for the students who have completed one semester of Spanish at another liberal arts institution or have taken two years of high school Spanish. Students will learn the use of past tense structures and pronoun usage. They will continue to develop listening, speaking, reading, and writing skills necessary to communicate about self, family, and daily life, as well as on abstract concepts such as feelings and emotions; and explore cultural aspects of the Spanish-speaking world. This course will prepare students for intermediate-level Spanish courses.

Prerequisites: SPAN 1000 or equivalent; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

SPAN 1300: Heritage/Intensive Spanish 1

5.00 credits (5.00 lec)

This course is for heritage speakers and those who have had previous exposure to the language, but who desire more formal instruction at an accelerated pace. Students will build upon the language skills they already possess, focusing on the development of academic Spanish through reading and writing, as well as instruction in grammar and spelling. They will also examine issues of Hispanic diversity in the U.S.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

SPAN 1400: Medical Spanish

3.00 credits (3.00 lec)

This course provides the basic tools to help healthcare providers communicate with Spanish-speaking patients in a medical setting. Students will acquire medical terminology, phrases, and questions to conduct patient interviews, physical exams and take medical history. They will also learn important cultural aspects of the Hispanic community to understand their view of healthcare.

Prerequisites: SPAN 1000 or SPAN 1300.

SPAN 2000: Intermediate Spanish Language and Culture 1

5.00 credits (5.00 lec)

Spanish 2000 is a follow-up to the Beginning Spanish sequence. It can also be a review for students with two to four years previous high school experience. Students will build upon vocabulary, review grammar and learn further subtleties of Spanish syntax and idiomatic expressions. This course may be useful for native speakers interested in learning grammatical concepts and terminology for teaching Spanish to English-speakers. Students will review present tense, past tense and subjunctive verb conjugation; and develop communicative skills or techniques necessary for summarizing, paraphrasing, interpreting, and narrating. This course satisfies MnTC Global Perspective requirements by providing readings, lectures, writing exercises, discussions and other presentation media in order to give students useful cultural, historical, sociological and literary insight into the various peoples who speak Spanish throughout the world.

Fulfills MnTC Goal Area 8.

Prerequisites: SPAN 1100 or equivalent; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

SPAN 2100: Intermediate Spanish Language and Culture 2

5.00 credits (5.00 lec)

Spanish 2100 is a follow-up to Spanish 2000. Students will practice writing, reading, speaking and listening skills in preparation for the examination; receive skill evaluations from the final examination sequence based upon the American Council on the Teaching of Foreign Languages (ACTFL) standards; develop greater comfort and fluency if they have previously studied most of Spanish grammar and can already communicate simple ideas and narrate simple information in past, present and future tenses; practice difficult structures such as the use of object pronouns, subjunctive mood, adverbial conjunctions, hypothetical, and future structures; develop communicative skills by the expansion of vocabulary, as well as idiomatic expressions; and will learn to "talk around" unknown vocabulary, express opinions, support them, and engage in discussion and argument. This course satisfies MnTC Global Perspective requirements through readings, lectures, writing exercises, discussions, and other presentation media, giving you a useful cultural, historical, sociological, and literary insight into the various peoples who speak Spanish throughout the world. Contact the Spanish Department at 612-659-6444 for more information.

Fulfills MnTC Goal Area 8.

Prerequisites: SPAN 2000 or equivalent; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

Span 2300: Heritage/Intensive Spanish 2

5.00 credits (5.00 lec)

This course will complement and continue Heritage/ Intensive Spanish. It is also appropriate for students who have had previous training at the basic level. Students will focus on developing communicative competency in academic Spanish reading, writing, and speaking; expand their vocabulary and understand advanced grammatical structures and norms; and develop an understanding of the Liberian roots of U.S. Hispanic culture, human rights issues, the roles of Hispanic women in the culture, and contributions of Hispanics to American visual, oral, and written arts.

Prerequisites: SPAN 1300 or instructor approval.

SPAN 2998: Directed Study

Prerequisites: One course in SPAN; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

Speech Communication

SPCH 1000: Fundamentals of Communication

3 credits (3.00 lec)

This course explores foundational communication concepts and fosters communication skills in interpersonal communication, group communication and public speaking. Students will learn concepts, principles and skills designed to help them become more effective communicators in a variety of contexts.

Fulfills MnTC Goal Area 1.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

SPCH 1005: Public Speaking

3.00 credits (3.00 lec)

This course focuses on introductory public-speaking concepts and skills. Students will study the process of formal speaking, with an emphasis on comfortable and competent delivery of speeches; learn how to overcome anxiety, choose a topic, organize and outline speeches, and critically analyze speech-making choices; and demonstrate effective presentation techniques by delivering informative, persuasive, and impromptu speeches.

Fulfills MnTC Goal Area 1.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

SPCH 1010: Interpersonal Communication

3.00 credits (3.00 lec)

Interpersonal Communication focuses on the examination and acquisition of positive and effective interpersonal and intrapersonal communication skills. Students will examine their self-concepts, relationships with others, perceptions, emotions, nonverbal communication, listening ability, conflict-resolution skills and other aspects of interpersonal communication. They will learn and enhance new communication skills through exercises in class and applications to daily life outside of class.

Fulfills MnTC Goal Area 1.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

SPCH 1011: Group Process and Discussion

3.00 credits (3.00 lec)

This course examines the dynamics and processes of groups within personal and public contexts. Students will explore the nature of groups, how and why groups form and function, as well as how norms and roles evolve within groups. They will participate in group discussions and collaborate in group tasks to apply and experience the principles of group processes, as well as learn to become effective/positive members of a group and to appreciate accomplishment through group efforts.

Fulfills MnTC Goal Area 1.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

SPCH 1012: Intercultural Communication

3.00 credits (3.00 lec)

This course examines the interconnections between communication and culture and identifies ways to develop effective communication strategies in multicultural contexts. Students will assess the impact of culture on people's world views and perceptions and examine how this can create difficulties and stumbling blocks when communicating across cultures. Students will read, discuss, watch, listen, explore, define, interview, research, and react to how culture impacts their own and others' communication processes.

Fulfills MnTC Goal Areas 1 and 7.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

SPCH 1013: Introduction to Family Communication

3.00 credits (3.00 lec)

This course explores how communication functions within families and emphasizes understanding families as unique communication systems within cultural contexts. Students will have the opportunity to explore their family of origin and other family systems to further understand why and how families behave as they do. Students will be provided with several theoretical and practical approaches to better understand the dynamics of interaction occurring in families and will develop skills to improve competence in family communication.

Fulfills MnTC Goal Area 1.

Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

SPCH 1400–1409: Speech Topics

1.00 credit (1.00 lec)

These courses examine timely topics in the Speech Communication field, including topics that are pertinent and practical in everyday personal and professional communication contexts. Topics may include: principles of persuasion, conflict-resolution skills, relationship communication, male/female communication, the art and skill of listening, the art of storytelling and other topics that meet students' needs.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

SPCH 2000: Speaking in the Community

3.00 credits (3.00 lec)

This course provides individuals who have some speaking experience and knowledge with an opportunity to develop and enhance their oral communication skills and performance abilities. Students will work individually with the instructor and in peer sessions to prepare speeches to take out into the community. They will have opportunities for self-expression, public interaction, outreach and exchange; take an active part in selecting their topics and audiences; and use feedback and evaluations to assist them in shaping the content and delivery of their presentations.

Prerequisites: SPCH 1000 or SPCH 1005; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

SPCH 2998: Directed Study

Prerequisites: One course in SPCH; placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

Study Skills

STSK 1150: How to Study

2.00 credits (2.00 lec)

In this course, students will learn the principles of learning and critical thinking, problem-solving, time management, styles of learning and teaching, notetaking, listening, textbook reading, researching, and testing. They will develop strategies and techniques for analyzing their own learning/thinking skills and processes.

Prerequisites: Recommend placement into READ 1300 or completion of READ 0200 or ESOL 0052.

Theatre Arts

THTR 1104: Introduction to Acting 1

3.00 credits (3.00 lec)

This is a performance-oriented course to help students build self-confidence on stage and within yourself and to develop a strong foundation in 21st-century acting techniques. They will perform exercises in front of an audience, including rehearsal and performance of monologues and scenes drawn from multicultural contemporary American theatre. Also covered is training in relaxation and conditioning of the actor's body, voice and mind through improvisations, games, character discussion, and analysis of acting texts. Emphasis is on using a nonthreatening, group-oriented class atmosphere to explore and develop the imagination.

Fulfills MnTC Goal Area 6.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

THTR 1111: Theatre Arts Workshop

1.00 credit (1.00 lec)

This course is designed to give students hands-on experience in the production of a play. They will first study the different types of theatre and theatre production, and the different ways that sets, costumes, lights, props and sound affect dramatic interpretation. Students will work on a play during the semester, either the mainstage production or one of the all-student lab theatre projects in one or more of the following production areas: acting, assistant directing, stage managing, costuming, lighting, scene designing and construction, box office operating, publicizing and/or promoting; and critique the effectiveness of the production and their work on it. This course may be repeated for a total of 4 credits.

Fulfills MnTC Goal Area 6.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

THTR 1131: Introduction to Theatre

3.00 credits (3.00 lec)

This is a lecture-discussion course that explores the diversity of the live theatre experience through reading assignments, attendance at live theatrical performances, video viewing and in-class discussions. Topics we will cover include multicultural plays and dramatic structure; audience demographics; group response to live theatre; local theatre-going; and an exploration of the political, social and economic impact of theatre in contemporary society. Students will learn to become a more informed theater-goer and to gain individual awareness of being in the audience.

Fulfills MnTC Goal Areas 6 and 8.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

THTR 1135: Television: Forms/Analysis

2.00 credits (2.00 lec)

This course enhances students' enjoyment and aesthetic pleasure in making decisions about the nature of contemporary television viewing. The course will include topical information on television-viewing patterns and examine types of television drama and comedy. Students will also explore the political and social implications of television in Western culture.

Fulfills MnTC Goal Area 6.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

THTR 1145: Stagecraft: Scene Design and Lighting

3.00 credits (3.00 lec)

This course provides students with a solid foundation of understanding and practical application of scene design and lighting for the theatre. Coursework focuses on learning the historical background of current practice, a thorough study of contemporary design theory and practice and work on student portfolios of scene designs and lighting designs based on plays chosen for study. Local theatre scene and light designers will visit the class as guest lecturers to aid students in acquiring current design techniques, as well as to share professional career advice and mentoring. Opportunities for design work on lab theatre projects and mainstage productions will be offered to interested students.

Fulfills MnTC Goal Area 6.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

THTR 1150: Theatre in the Twin Cities

2.00 credits (2.00 lec)

This course is designed to help students develop an appreciation for and an understanding of the live theatre experience. Students will attend three to four plays at Twin Cities area theatres; analyze one of these performances in a written play review; meet theatre artists; and become familiar with theatre criticism, theatre operations, and artistic policies of various local theatre companies. A student ticket fee will cover the expense of the ticket prices for the shows attended by
the class.

Fulfills MnTC Goal Area 6.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

THTR 1160: Acting in Multicultural Theatre

3.00 credits (3.00 lec)

In this class, students will focus on the performance of a variety of multicultural readings (plays, short stories, poems) from global literature. While there may be extensive reading of new play scripts, prose works and poetry, the emphasis of the course will be on the spoken word and the effect of multicultural works in performance. It is assumed that students will not necessarily have training or preparation in performance. Classes will involve group warm-ups, vocal exercise, discussion of readings, and solo and group performances. The basic objective of this theatre course is to experience multicultural literature in performance and to share insights into our multicultural society.

Fulfills MnTC Goal Areas 6 and 8.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

THTR 1161: Guthrie Theater

1.00 credits (1.00 lec)

This course provides students with the opportunity to study one of the nation's leading regional theater companies, the Guthrie Theater. Students will learn about the history, operations, philosophy, mission and artistic goals, and the current season of plays at the Guthrie. They will read in class the script of a current play in production at the Guthrie, then go see that play in performance there and learn how to write a play review about what they saw.

Fulfills MnTC Goal Area 6.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

THTR 1162: Children's Theatre Company

1.00 credits (1.00 lec)

This course provides students with the opportunity to study one of the world's leading theatres devoted to plays for children and teenagers, the Children's Theatre Company (CTC). Students will learn about the history, operations, philosophy, mission and artistic goals, and the current season of plays at CTC. They will read in class the script of a current play in production at CTC, then go see that play in performance there and learn how to write a play review about what they saw.

Fulfills MnTC Goal Area 6.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

THTR 1163: Mixed Blood Theatre

1.00 credits (1.00 lec)

This course provides students with the opportunity to study one of the nation's leading theaters dedicated to racial and cultural inclusion in the selection and production of their plays, the Mixed Blood Theatre Company. Students will learn about the history, operations, philosophy, mission and artistic goals, and the current season of plays at Mixed Blood. They will read in class the script of a current play in production at Mixed Blood, then go see that play in performance there and learn how to write a play review about what they saw.

Fulfills MnTC Goal Area 6.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

THTR 1164: Theatre in the Round

1.00 credits (1.00 lec)

This course provides students with the opportunity to study the premier community theatre in the Twin Cities area, the Theatre in the Round (TRP). Students will learn about the history, operations, philosophy, mission and artistic goals and the current season of plays at TRP. They will read in class the script of a current play in production at TRP, then go see that play in performance there and learn how to write a play review about what they saw.

Fulfills MnTC Goal Area 6.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

THTR 1165: Lab Theatre

2.00 credits (2.00 lec)

This course gives students the opportunity for "hands-on" work experience in acting, directing, or designing in student productions of one-act plays, culminating in live public performances of their work near the end of the semester. Students will choose to be an actor, director, designer, or producer/marketer and work through the entire process of production. They will compile a journal as they go, write short essays articulating their response to their chosen play and to their production processes, and discuss/evaluate their plans with their instructor and classmates. After the public performances they will assess with their instructor and classmates in writing and discussion the outcomes of their work.

Fulfills MnTC Goal Area 6.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

THTR 1166: Acting for the Camera

3.00 credits (3.00 lec)

This course provides students with the fundamentals necessary to act in front of the camera for film, television and commercials. They will practice with the four basic camera shots in exercises as they read and respond to key acting texts focused on camera acting. Students will learn how to conduct themselves on the set and how to rehearse and perform in collaboration with a director. They will practice audition fundamentals, learning how to get the part, put together a resumé, receive a photo headshot, and explore local Twin Cities on-camera work opportunities. Acting or directing experience is preferred but not required.

Fulfills MnTC Goal Area 6.

Prerequisite: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

THTR 1167: Acting Shakespeare

2.00 credits (2.00 lec)

This course provides Students with a sound foundation for acting in Shakespeare's plays and learning about Shakespeare's time: 15th—16th century London, the language he spoke, and the stage he helped create on which his plays were originally performed. The course includes video instruction from the Royal Shakespeare Company; reading and discussion of the Bard's scripts; writing students' interpretations and personal responses in short essays; journaling; performing acting exercises using Shakespeare's sonnets, monologues, and scenes; and viewing/responding in writing to a local Shakespeare production.

Fulfills MnTC Goal Area 6.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

THTR 1168: Musical Theatre

2.00 credits (2.00 lec)

This course provides students with the opportunity to learn about the American musical theatre tradition, gaining knowledge, understanding, and insight into its nature, history, philosophy, structure, and its many varied forms. American Musical Theatre is a vital part of the nation's theatrical experience and continues as an ever-renewing form of innovation and delight to audiences in the national and international theatre world. Students will learn about musical theatre through a variety of activities, including lecture, large and small group discussion, video, exercises, and readings of scenes and songs from American musicals. The course concludes with learning how to write a play review, the reading of the script, followed by the viewing of a local musical theatre production, to which students will describe and articulate their personal responses in their play reviews.

Fulfills MnTC Goal Area 6.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

THTR 1169: Stage Makeup

2.00 credits (2.00 lec)

This course gives students the knowledge to successfully apply makeup for stage performance and for other special occasions calling for dramatic/startling facial makeup. Students will read and respond in writing and discussion to a classic text on the theory and application of makeup, accompanied by video viewing of makeup applications. They will also practice designing makeup on paper first, followed by applying makeup in the dressing room to their own face or to a live model that they provide. Students will explore both realistic and nonrealistic/fantasy styles and other global stage makeup traditions, such as classical Japanese Kabuki Theatre makeup.

Fulfills MnTC Goal Area 6.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

THTR 1170: Penumbra Theatre

1.00 credits (1.00 lec)

This course provides students with the opportunity to study one of the great African-American theatre companies still performing today, the Penumbra Theatre Company. Students will learn about the history, operations, philosophy, mission and artistic goals, and the current season of plays at one of the nation's premier theatres committed to exploring the African-American experience. They will explore in class the script of a current play in production at Penumbra, then go see that play in performance there and learn how to write a play review about what they saw.

Fulfills MnTC Goal Area 6.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

THTR 2105: Introduction to Acting 2

3.00 credits (3.00 lec)

This is a performance course to expand students' knowledge of the human condition and human cultures as they relate to acting and to help students analyze and interpret characters in a play. They will perform in several scenes and respond critically to working collaboratively with student directors. Topics covered include stage movement, problem-solving as it relates to character development, performance anxiety, analysis and interpretation of character, and interpretative performances.

Fulfills MnTC Goal Area 6.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

THTR 2145: Introduction to Directing

3.00 credits (3.00 lec)

This course is an introduction to the basics of play directing, which includes guiding the beginning director through the various steps involved in casting, staging, rehearsing and presenting a play. Students will gain hands-on experience through directing exercises related to composition, stage business and movement for the stage. Students will have the opportunity to direct student actors in several assigned scenes for the class.

Fulfills MnTC Goal Area 6.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

THTR 2150: Theatre History 1

3.00 credits (3.00 lec)

This course will expand students' knowledge of human cultures and the human imagination through an introductory study of theatrical history, classical dramatic literature, and theatrical eras in broad social, political, and economic context. Students will read plays from a wide range of time periods, geographic areas, theatrical styles, and subjects as they relate to the human condition and a cultural history of theatre. Topics covered will include theatre's origins, how historians reconstruct the elements of theatre, dramatic play structure, acting, productions, and the visual elements of theatrical performance from an historical perspective.

Fulfills MnTC Goal Areas 6 and 8.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

THTR 2160: Theatre Capstone

2.00 credits (1.00 lec/1.00 lab)

This course completes the sequence leading to the A.F.A. in Theatre Arts degree and represents students' artistic and technical mastery of theatre arts at the associate degree level. Students will meet with theatre faculty to choose and create a project. Examples of the project might include: 1) Play a leading role in an MCTC or MSU theatre season production; 2) Direct and/or act in a one-person show or a one-act play for the fine Arts Festival and/or with the Student Theatre Club; 3) Design the sets, costumes and lights for a student production. Students will research and analyze their script, developing that theatre script as actor and/or director/or designer into a public performance, and they will assess the final outcomes with theatre faculty.

Prerequisites: THTR 2105 and THTR 2145.

THTR 2998: Directed Study

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

Video and Digital Arts

See programmatic changes and new awards under Cinema

VIDA 2100: Video 3: Directing the Narrative Digital Video Production

4.00 credits (3.00 lec/1.00 lab) *Fall 2008 only*

Based on the foundation created in FILM 1150 and VIDA 1250, this course introduces Video and Digital Arts students to directing for the camera. They will learn the central aspect of the director's craft—cinematic staging wherein acting, camera work, and editing intersect; examine dialogue-recording and dialogue-editing techniques; and supervise the efforts of cast and crew members and lead them toward a common objective—a work of unified vision and expression. Through scene studies, screenings, discussions, readings, and collaborative production assignments (with screenwriting and acting students), this course will help students understand the directorial role in narrative fiction work.

Prerequisitie: CIPR 1102.

Corequisite: DREC 2105.

VIDA 2250: Video 4: Documentary Production

3.00 credits (2.00 lec/1.00 lab) *Fall 2008 only*

In Video 4, students will focus exclusively on documentary work. They will research, produce and edit two documentary projects during the semester. Combining documentary techniques and advanced theories with critical thinking, this course will help them distinguish the documentary form from other forms of nonfiction audio-visual expression. Screenings, readings, lectures, discussions, and collaborative work will help students turn complex issues and subjects into compelling documentary stories.

Corequisite: DREC 2104.

VIDA 2300: Video and Digital Arts 5: Advanced Projects *Spring 2009 only*

4.00 credits (3.00 lec/1.00 lab)

Students will plan, produce, and complete a final project based on previously introduced aesthetic and technical knowledge of video and digital arts. They will demonstrate their aesthetic and technical competence in the development and realization of a semester-long major project. Advanced camera, lighting, directing and editing techniques and styles are presented. Works representing various genres will be screened throughout the semester. This course may be repeated.

Prerequisite: DREC 2105.

VIDA 2400: Internship

2.00 credits (2.00 int)

The internship provides second-year program students with an opportunity to work in a professional creative setting. Internship placement will reflect the individual student's personal direction in video or computer graphics. Students must obtain internship coordinator's approval in advance of internship. The internship is available only to degree students.

Prerequisite: CIPR 1102.

Welding and Metal Fabrication

WELD 1000: Applied Shop Mathematics and Measuring Devices

3.00 credits (2.00 lec/1.00 lab)

This course covers math commonly used in metal fabrication industries. Problem-solving skills will be developed through classroom exercises related to work done on the job. Use of various measuring devices will also be covered.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

WELD 1050: Oxy/Acetylene Welding, Brazing and Cutting

3.00 credits (1.00 lec/2.00 lab)

This course teaches the proper utilization of Oxy/Acetylene equipment and introduces students to welding, brazing and cutting with compressed gases. Equipment safety and safe welding practices are emphasized.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

WELD 1100: Shielded Metal Arc Welding

3.00 credits (1.00 lec/2.00 lab)

This course introduces electric arc welding with a flux-coated electrode. Students will weld in all positions with various types of electrodes. Arc welding safety, power-sources and electrode selection are also covered.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

WELD 1150: Blueprint Reading and Welding Symbols

3.00 credits (2.00 lec/1.00 lab)

This course covers basic blueprint reading related to welding and fabricating industrial products. Students will interpret the information found on various types of drawings and become familiar with the welding symbols.

Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

WELD 2000: Layout (Volumes) and Fixtures

2.00 credits (2.00 lab)

This course enables students to develop skills needed in the layout and fabrication of metal projects, aiding you in estimating material usage, piece part accuracy and production efficiency.

Prerequisite: WELD 1000.

WELD 2050: Gas Metal Arc Welding
3.00 credits (1.00 lec/2.00 lab)
This course covers the gas metal arc welding process known commonly as wirefeed or MIG welding. Students will learn GMAW theory, power supplies and machine controls. Proper welding technique will also be covered as they utilize welding equipment to complete various projects.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

WELD 2100: Flux Core Arc Welding
2.00 credits (2.00 lab)
This course covers the flux core arc welding process known commonly as wirefeed welding. Students will learn FCAW theory, power supplies and machine controls. Proper welding technique will also be covered as they utilize welding equipment to complete various projects.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

WELD 2150: Gas Tungsten Arc Welding—DC Applications
3.00 credits (1.00 lec/2.00 lab)
This course covers the theory, power sources and machine controls utilized in gas tungsten arc welding commonly known as TIG welding. Students will be welding on a variety of materials using direct current. Proper welding technique will also be covered.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

WELD 2200: Gas Tungsten Arc Welding—AC Applications
2.00 credits (2.00 lab)
This course covers the theory, power sources and machine controls utilized in gas tungsten arc welding commonly known as TIG welding. Students will be welding on primarily aluminum alloys using alternating current. Proper welding technique will also be covered.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into MATH 0070 or completion of MATH 0060.

WELD 2500: Fabrication Shop/ Equipment
3.00 credits (1.00 lec/2.00 lab)
This course provides the knowledge and skills necessary to operate automated shop equipment. Students will learn basic CNC (computer numerical control) programming associated with the use of a press brake, automated burning table and robotic arm (for automated welding).
Prerequisite: WELD 1000.

Western Herbalism

HERB 1000: History of Herbalism
3.00 credits (3.00 lec)
In this course, students will explore the history and development of herbal medicine throughout time. They will learn various cultural traditions of herbalism, as well as the evolution of plant medicine usage up to current times; learn the basic overview of European, Early American, Native American, traditional Chinese, and Ayurvedic approaches to herbalism; and explore the ethical concepts of herbalism.
Prerequisites: Placement into READ 1300 or completion of READ 0200 or ESOL 0052.

HERB 1100: Herbs in the Marketplace
3.00 credits (3.00 lec)
In this course, students will learn how to manage knowledge in an ever-changing industry of herbal products. This course introduces botanical concepts, as well as important points to consider when seeking an herbal provider, choosing herbal remedies for personal use and the effects of consumerism on the herbal industry. This course provides an introduction to research and an interpretation of information that appears in the media. Students will learn principles for accessing research on the Internet; discuss herbal terminology, herbal safety, and industrial contamination production; and be introduced to ethnic concepts and ethno-botany. This course includes the 12–24 most commonly used and advertised herbs. This course addresses self-limiting diagnosis, as well as discussion of when to go to other licensed providers. Course is open to the general public and includes approximately four hours service learning on campus.
Prerequisite: Placement into READ 1300 or completion of READ 0200 or ESOL 0052.

HERB 1300: Western Herbal Medicine Making
4.00 credits (3.00 lec/1.00 lab)
In this course, students will learn about techniques and methods used in the preparation of herbal medicines, including drying techniques, decoctions, infusions, salves, tinctures, and the calculations for all. They will participate in plant identification field trips in natural areas; develop and understanding of plants including their classification, botanical names, plant identification, pharmacology, harvesting techniques, and safety issues; and explore the ethical issues of harvesting medicinal plants. This course includes 32 hours of lab experience in medicine making and field trips.
Prerequisites: HERB 1000, HERB 1100, BIOL 1100 or BIOL 2200.

HERB 1810: Materia Medica 1
3.00 credits (3.00 lec)
In this course, students will experience a comprehensive approach to Materia Medica including 50+ single herbs. They will learn about plant families, botanical classification, pharmacology, physical properties, energetics, safety, and physiological effects of single-herbal remedies. They will also attend field trips to local nature areas to identify plants.
Prerequisites: HERB 1000, HERB 1100, HERB 1300, BIOL 1100 or BIOL 2200. Corequisites: HERB 1300.

HERB 2000: Herbal Integration Internship
1.00–3.00 credits (1.00–3.00 int)
In this course, students will have the opportunity to be mentored by herbal practitioners and others in the industry, including manufacturers, retailers, wholesalers, nonprofit, growers, and conservationists. This course is tailored to students' interests and needs. They will set up one or several mentorships/internships from a provided list or choose an additional site to be approved by faculty. Variable credit hours assigned will be determined jointly with faculty and students depending on their interest and site availability.
Prerequisite: HERB 1300.

HERB 2110: Materia Medica 2
3.00 credits (3.00 lec)
In this course, students will experience a comprehensive approach to Materia Medica including herbs additional to those covered in HERB 1810. They will organize information about herbal medicines by organ systems and learn how herbs affect these organ systems. Students will continue to learn about plant families, botanical classification, pharmacology, physical properties, energetic, safety and physiological effects of herbal remedies.
Prerequisite: HERB 1810.

HERB 2210: Health and the Business of Herbal Medicine
3.00 credits (3.00 lec)
In this course, students will learn the application of fundamental herbal medicine on disease states and expected herbal client outcomes. They will continue learning the pharmacological effects of herbal remedies; learn the interactions between herbal remedies and pharmaceuticals and where to find research done on this area; develop a comprehensive framework for constitutional assessment and health plan; learn personal physical assessment and focus on personal and professional development; observe case studies with an herbal practitioner; and learn more complex herbal formulas and expand their Materia Medica.
Prerequisite: HERB 2110.

HERB 2300: Life Span and Gender-Specific Herbs
4.00 credits (4.00 lec)
This course will include discussion of life issues that may appear during the life span with a holistic health and energetic focus. You will learn herbal remedies specific to women's health, men's health, childrens and adolescents' health and elders' health to allow you to focus on areas of practice. You will learn to adapt your practice to the age of the client and learn concepts that are age specific. You will learn about and add additional herbs to the Materia Medica.
Prerequisites: HERB 2110.

Women's Studies

WOST 1101: Introduction to Women's Studies
3.00 credits (3.00 lec)
This course is an introduction to Women's Studies as a tool for academic problem-solving in a woman-focused, feminist style as practiced in various disciplines, such as psychology, history, art, culture and science. Students will study gender in its dynamic relationships among other identities, including race, class, ethnicity and sexuality. They will listen to unique voices in a diverse, multicultural city; challenge myths and stereotypes; and consider what universal identities women may share. The course prepares students to live and work in a democratic society within a changing global environment.
Fulfills MnTC Goal Areas 5 and 9.
Prerequisites: Placement into READ 0200 or placement into ESOL 0052 or completion of READ 0100 or ESOL 0042 with faculty recommendation into ESOL 0052; placement into ENGL 1110 or completion of ENGL 0900 or ESOL 0051.

WOST 1140: Introduction to Women's Culture
3.00 credits (3.00 lec)
This course is an introductory survey of the major contributions of women to American life. Students will study the outstanding intellectual, philosophical, artistic, and political contributions of African-American, Native American, Hispanic, Asian-American, and working-class women who have furthered humanistic values in our culture.
Fulfills MnTC Goal Areas 6 and 7.
Prerequisite: One course from the MnTC Goal Area 1.

WOST 1150: Images of Women in Contemporary Literature
3.00 credits (3.00 lec)
This course is an exploration of the writing of American women from seven different but overlapping groups: Hispanic, Asian-American, Black, Native American, lesbian and working-class women. Students will critically examine readings with an emphasis on discovering the images of women presented in diverse cultures.
Fulfills MnTC Goal Areas 6 and 7.
Prerequisite: One course from the MnTC Goal Area 1.

WOST 2200: View of Modern Women

3.00 credits (3.00 lec)

This course is an interdisciplinary view of the feminine psyche. Students will study the psychological make-up of modern women from a humanistic perspective. They will read about feminine literary creativity, examine historical perspectives of the feminine conditioning process and read a psychological novel.

Fulfills MnTC Goal Area 6.

Prerequisite: One course from the MnTC Goal Area 1.

WOST 2211: Women and Violence: the Humanities Respond

3.00 credits (3.00 lec)

This course is an exploration of how women worldwide respond humanistically, politically and artistically to violence perpetrated against women and children. Students will study imperialism, slavery, and sexual and domestic violence. They will critically analyze the nature of violence through the work of women artists, poets, novelists, painters, musicians and philosophers.

Fulfills MnTC Goal Areas 6 and 9.

Prerequisite: One course from the MnTC Goal Area 1.

WOST 2212: Women, Ecofeminism and Development

3.00 credits (3.00 lec)

This course is an introduction to the major philosophical issues and controversies of the global ecofeminism discussion and an exploration of how those ideas affect women's participation in the economy. Students will make practical applications of philosophical ideas with particular emphasis on model nonsexist development projects. They will read women's literature that addresses the theme of ecofeminism and economic development.

Fulfills MnTC Goal Areas 6 and 10.

Prerequisite: One course from the MnTC Goal Area 1.

WOST 2213: Current Literature on Women and Empowerment

3.00 credits (3.00 lec)

This course explores the relationship between how women find their voices and tell their stories and how this process of telling empowers them to move toward actions to save themselves and their communities. Students will study the movement from despair to empowerment through various perspectives such as, Native American, local Minnesotan, Latin American and Norwegian.

Fulfills MnTC Goal Areas 6 and 9.

Prerequisite: One course from the MnTC Goal Area 1.

WOST 2235: Women Poets of the World

3.00 credits (3.00 lec)

This course explores the poetic themes, forms, and styles of the major women poets of the world, including English and non-English writers in translation. Students will also examine the relationship between language, creative expression and power as they are experienced by women poets around the world.

Fulfills MnTC Goal Areas 6 and 8.

Prerequisite: One course from the MnTC Goal Area 1.

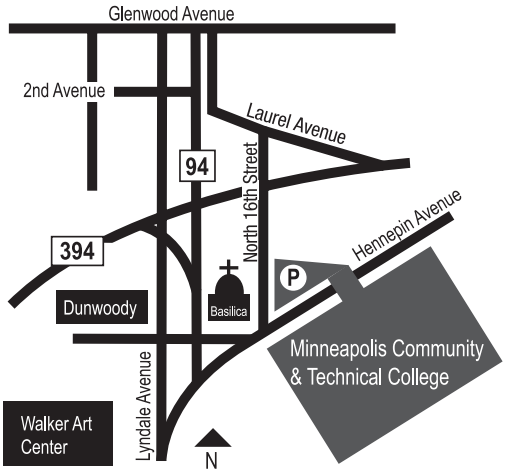
WOST 2998: Directed Study

Prerequisite: One course from the MnTC Goal Area 1.

Appendices

Appendix A: Maps and Directions

Directions to the main campus



By Car

Driving 35W either north or south:
Exit onto west Highway 94 and follow the next set of directions:

Driving west on 94 (from St. Paul area):
Exit at Lyndale/Hennepin Avenue. Veer right, following the Hennepin and Lyndale North signs. Once on Lyndale North, stay in one of the two right lanes until you reach the third stoplight (Hennepin Avenue). Turn right on Hennepin Avenue and stay in the left lane. Just past the Basilica of St. Mary, turn left on North 16th Street. Go one block and turn right on Laurel Avenue. MCTC's parking ramp entrance is on the right.

Driving east on 394 (from Wayzata area): Exit onto Dunwoody Boulevard/Hennepin Avenue (Dunwoody Boulevard, changes into Hennepin Avenue). Follow Hennepin to North 16th Street, just past the Basilica of St. Mary. Turn left on North 16th Street. Go one block and turn right on Laurel Avenue. MCTC's parking ramp entrance is on the right.

Driving east on 94 (from Brooklyn Center area): Exit onto Lyndale/Hennepin Avenue. At the first stoplight (Dunwoody Boulevard), turn left (Dunwoody Boulevard, changes into Hennepin Avenue). Follow Hennepin to North 16th Street, just past the Basilica of St. Mary. Turn left on North 16th Street. Go one block and turn right on Laurel Avenue. MCTC's parking ramp entrance is on the right.

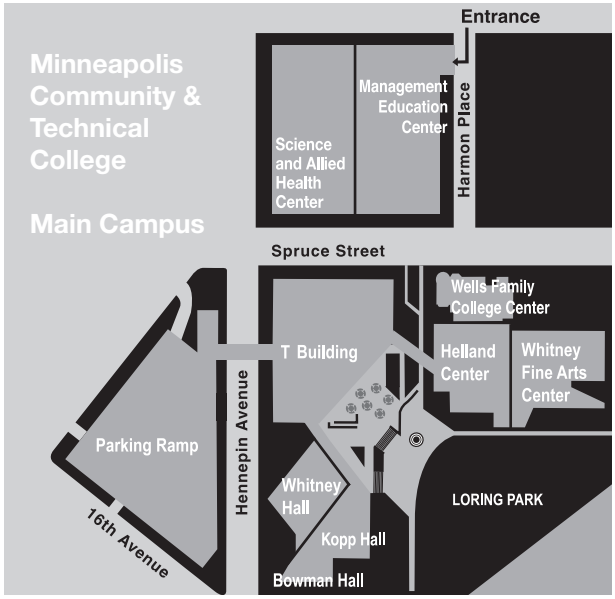
Driving east on Hennepin Avenue: Turn right into MCTC's parking ramp entrance, located across the street from the college on Hennepin Avenue. The ramp entrance is under the skywalk (just past Laurel Avenue).

By Bus

Routes 4, 6, 12 and 28 stop right in front of the college. Discounted bus passes for students are available in the MCTC Bookstore.

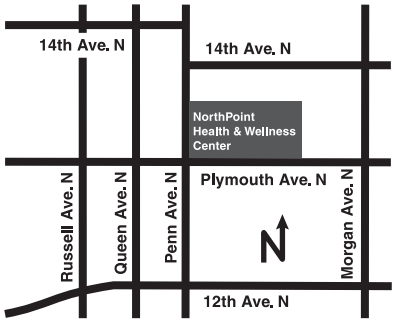
Parking

Students may park in MCTC's ramp on Hennepin Avenue for $2.50 per entry by purchasing a student parking card in the MCTC Bookstore (T.1800). Ramp fees without a parking card are $5 per entry. The ramp is connected to the campus by skyway. Each entry lane is equipped with an auto cashier which accepts quarters, $1, $2 and $5 bills.



Directions to off-campus class sites

NorthPoint Health & Wellness Center
1313 Penn Avenue North
Minneapolis, MN 55411
612-302-4600
From I 94: Take Olson Memorial Highway (55) to Penn Avenue North. Go north on Penn, one-half block past Plymouth Avenue North. NorthPoint Health & Wellness Center is on the left side of the street.



PPL Learning Center

1925 Chicago Avenue
Minneapolis, MN 55404
612-455-5300

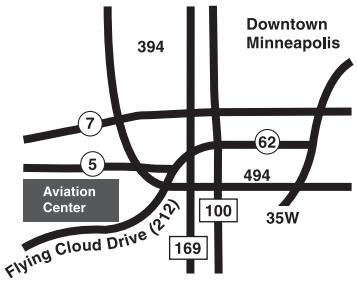
The Project for Pride in Living (PPL) Learning Center is located at the intersection of Franklin and Chicago avenues in South Minneapolis.

From I-35: Take the Lake Street exit and go to Chicago Avenue. Take a left at Chicago Avenue and go north to Franklin Avenue.

Aviation Center

10100 Flying Cloud Airport
Eden Prairie, MN 55347
952-826-2400

From 494: Take exit 212 and follow 212 west three miles to Flying Cloud Airport. The building has a large sign visible from the road. Enter the airport through Gate A.
The Aviation Center is the first building on your right. Visitor parking is adjacent to the front door. Tours are offered every third Wednesday.

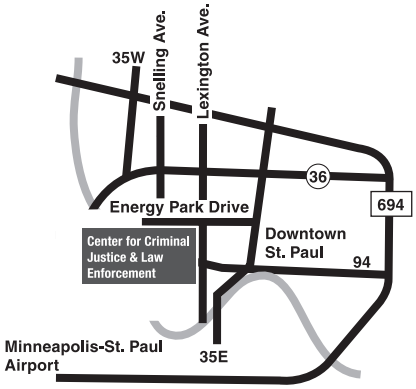


Center for Criminal Justice and Law Enforcement (CCJLE)

1380 Energy Lane, Suite 104
St. Paul, MN 55108
651-999-7600

From Snelling Avenue: Take Energy Park Drive exit. At the end of the exit, turn left onto Energy Park Drive. Go one-half mile to Energy Lane. Turn right onto Energy Lane. Take the first right into the parking lot.

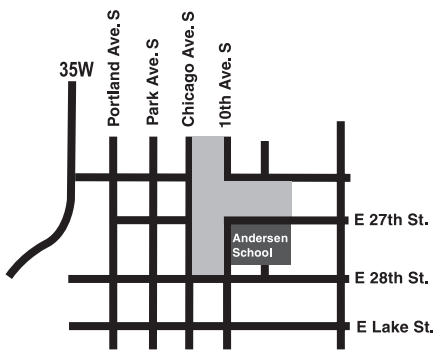
From Lexington Parkway: Turn onto Energy Park Drive (heading west) and go approximatelyone-half mile. Turn left onto Energy Lane. Take the first right into the parking lot.



Andersen School

2727 11th Avenue South
Minneapolis, MN 55407

From 394 and MCTC: Take Lyndale Avenue South to East 28th Street. Turn east (left) onto 12th Avenue South. Then, turn north (left), go one block and turn left into the lane that is parking for Andersen School.



Appendix B: Administrators and Board Members

Administrators

Balaski, Keith
Chief Human Resources Officer
AA, Central Lakes College, Brainerd
BA, Metropolitan State University

Bernard, Dee
Business Manager
BA, Hamline University
MA, Hamline University
JD, Hamline University

Bollman, Lois
Vice President
Strategy, Planning & Accountability
BA, Augsburg College
MA, University of Northern Colorado
PhD, University of Minnesota, Twin Cities

Cusick, Dianna
Director of Legal Affairs
AA, Inver Hills Community College
BA, College of St. Catherine
JD, William Mitchell College of Law

Davis, Phillip
President
BA, St. Cloud State University
MA, University of St. Thomas

Dierking, Patrick
Chief Information Officer
BA, Concordia University
MS, University of Minnesota

Erickson, Scott
Vice President
Finance and Operations
BA, University of St. Thomas

Fedock, Laura
Associate Vice President and Dean of Enrollment Management
BA, University of Iowa
MA, University of Baltimore

Hollenbeck, Janis
Academic Dean
BS, Macalester College
MS, University of Minnesota
DIP, Abbott Northwestern Hospital School of Nursing

Hynick, Karen
Academic Dean
BA, University of Massachusetts
MS Secondary Education, Worcester State College
Principal License, Northeastern University Boston

Kovala, Irene
Vice President
Academic & Student Affairs
BA, University of Minnesota, Morris
MEd, Colorado State University, Fort Collins
EdD, Northern Illinois University, DeKalb

McGee, Michael
Academic Dean
BA, St. Cloud State University
MA, Minnesota State University, Mankato

Neibuhr, Jess
Dean of Workforce Development and Training
BA, Augsburg College
MA, University of Minnesota

Sanders, Cheryl
Dean of Students
BA, University of Southern Mississippi
MA, University of Southern Mississippi
PhD, University of North Dakota

Smith, Michael
Academic Dean
BA, University of St. Thomas
MA, University of St. Thomas

Stenson, Linnea
Associate Vice President and Dean of Liberal Arts
BA, Augustana College
MA, University of Minnesota
PhD, University of Minnesota

Webster, Reede
Executive Director
College Advancement
BA, Gustavus Adolphus College
MA, University of Minnesota
CEC, University of Copenhagen

Westby, Jon
Associate Dean
TRIO *Programs*
BA, University of Minnesota
MS, Minnesota State University, Mankato

MCTC Foundation Board of Directors

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Harvey Rucker, vice president
Louis Smith, secretary
Jacqueline Elliott Anderson, treasurer
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Ordeen Braathen
Julie Chavez
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Dawn Erlandson
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Melissa Nicolson Starkey
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Christine Rice
Ann Curme Shaw
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James Van Houten
Carol Wenner

Appendix C: Faculty

Adam, Jamal
Counseling
AA, MCTC
BA, Metropolitan State University
MA, St. Mary's, University of Minnesota

Albers, Mitchell
Biology
BA, St. Cloud State University
MA, St. Cloud State University

Allinder, Dominique
English as a Second Language
BA, University De Haute
MA, University of Minnesota

Andrajack, Margaret
Apparel Technologies
DIP, Century Community and Technical College

Andre, Alicia
Biology
BA, Colorado College

Arnhold, Michelle
Biology
BA, Colorado College

Bachman, Luanne
Nursing Assistant
BS, Gustavus Adolphus College

Bakst, Harold
English
BA, CUNY Brooklyn College
MA, Hofstra University
MFA, Columbia University

Barnes, Carroll
Business Management
BS, Southern University
MBA, University of St. Thomas

Beaudreau Patton, Elaine
Counseling
BA, College of St. Scholastica
MS, University of Wyoming

Bollman, Lynn
Art
BA, Augsburg College
MA, University of Northern Colorado
MFA, University of Minnesota

Boraas, Kirk
Chemistry
BA, University of Minnesota
BS, University of Minnesota
MS, University of Minnesota
PhD, Indiana University

Bouassida, Hafed
Cinema Division
BA, University of Tunis
PhD, Famu Academy of Performing Arts

Bracewell, Linda
Aviation Center
AA, Central Lakes College
BA, St. Cloud State University
MS, St. Cloud State University

Breitbarth, Jadelle
Criminal Justice & Law Enforcement
BAS, University of Minnesota
MEd, University of Minnesota

Bremer, David
English as a Second Language
BA, University of Minnesota
MA, University of Minnesota

Bridigum, Todd
Welding
BA, Hamline University

Brown, Christa
Speech
BS, Minnesota State University, Mankato
MS, Minnesota State University, Mankato

Buffington, Gerald
Aviation Center
AA, University of Minnesota
BS, Minnesota State University, Mankato
DIP, Minneapolis Community and Technical College

Buhler, Carmen
Mathematics and Computer Science
BS, University of Utah
MS, University of Utah

Canney, Judith
Child Development
BA, University of Minnesota
MS, Iowa State University

Carlson, Patrick
Barbering
AA, Normandale Community College
DIP, St. Paul Barber School

Carlson, Robert
Physics
BA, University of Minnesota
MS, University of Minnesota

Chatterjee, Santanu
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BCOM, University of Calcutta
MFA, Syracuse University
UKN, Syracuse University

Chen, Wendi
English
BA, Zhejiang Hangchow University
MA, Beijing Language Institute
MA, University of Minnesota
PhD, University of Minnesota

Chrastek, Andrew
Information Technology
BA, Metropolitan State University
MA, U.S. International University

Cipar, Jeanne
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BS, University of North Carolina, Greensboro
MS, University of Wisconsin, Eau Claire

Coulter, Harold
Accounting
BA, Macalester College
MA, Hamline University

Creel, Thomas
English
BA, Tulane University
MA, University of Minnesota
PhD, University of Minnesota

Daniels, Kathleen
Library
BS, University of Minnesota
MLIS, University of Wisconsin, Milwaukee
MS, University of Minnesota

Delusia, Vincent
Business Management
BA, Fordham University
MBA, Columbia University
MIA, Columbia University

DePover, Joy
Business Technology
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DeVore, Kathleen
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PhD, University of Minnesota

Dilley, Sharon
Reading and Study Skills
BS, Minnesota State University, Mankato
MS, Minnesota State University, Mankato

Dotson, Michael
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MA, University of Minnesota

Dunn, Mary Alice
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BA, University of Iowa
MA, University of Texas, San Antonio

Eiffler, Maria
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BA, University of Washington
MA, University of Washington

Eland, Thomas
Library
BA, Bethel University
MA, University of St. Thomas
MA, University of Wisconsin, Madison

Felice, Joan
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BA, St. Olaf College
MS, Oregon State University
PhD, Purdue University

Fenichel, Dennis
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BA, SUNY, Binghamton
MA, University of Minnesota
PhD, University of Minnesota

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AA, Cuyamaca College
BA, San Diego State University
MA, San Diego State University
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MA, University of Illinois, Urbana

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BA, University of Washington
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BA, University of Minnesota, Mankato
MA, Winona State

Fritz-Smead, Edwin Kent
Veterans' Upward Bound
BA, University of Minnesota—Asian-American Studies
CERT, Macalester College

Gatto, Phillip
Culinary Arts
BA, Metropolitan State University
DIP, St. Paul College

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MS, Central Missouri State University

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English as a Second Language
BA, Gustavus Adolphus College
MA, American University, Cairo

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MA, Stanford University

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MFA, University of Minnesota

Haile, Haile
Mathematics
BS, University of Delhi
BS, University of Minnesota
MS, University of Minnesota
PhD, University of Minnesota

Halverson, Jean
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BSN, University of Minnesota
MSA, University of Notre Dame
MSN, Loyola University

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MA, Ohio University
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MSEd, Minnesota State University, Moorhead
PhD, University of Minnesota

Hawkinson, Todd
Jewelry
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BA, Macalester College
CERT, University of St. Thomas
MA, University of Wisconsin, Milwaukee

Hendricks, William
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BS, California State University, Dominguez Hills
GC, Minneapolis College of Art and Design
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Hergert, Craig
English
BA, Concordia College
MA, University of Missouri, Columbia
PhD, Bowling Green State University

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BS, Univ of Wisconsin, Oshkosh
MA, University of Wisconsin, Madison
MFA, University of Oregon

Hiltner, Thomas
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MEd, St. Louis University

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MA, University of Minnesota
CEC, University of Minnesota

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MS, Minnesota State University, Mankato
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MA, University of Minnesota

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BA, Illinois Wesleyan University
BSN, University of Minnesota
MS, University of Wisconsin, Madison
CEC, Northwestern University

Johnson, Ruth
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AS, Riverland Community College
BS, St. Cloud State University

Jones, Lena
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MA, University of Minnesota

Jones, Marcella
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BM, University of Minnesota
MS, University of Minnesota

Jurgens, Jane
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MA, Loyola University
MA, Rosary College

Keller, Patricia
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BSN, Bethel College
DIP, St. Cloud School of Nursing

Kilps, James
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Knutson, Andrea
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MA, Graduate School, University of New York
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MA, University of Minnesota

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LaBeau, Jeffrey
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PhD, University of Minnesota

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DIPL, Minneapolis Community and Technical College

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MA, University of Minnesota

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Ludlow, Ann
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MA, University of Minnesota

Lupient, Robert
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BA, Concordia College, Moorhead
MDIV, United Theological Seminary

Mader, John
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Mascotti, Paul
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MA, Western Michigan University
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BS, University of Minnesota
MPH, University of Minnesota
MS, University of Minnesota

McCullough-Zander, Kathleen
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License, Augsburg College
MA, Augsburg College

McDonald, Ann
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AA, Normandale College
AS, Normandale Collage
MS, Graceland University

Merz, Nicole
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BA, University of Minnesota
MA, University of St. Thomas

Michels, Dianne
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MED, University of Minnesota
PhD, University of Minnesota
PhD, Universal Life Church
CERT, Gerrit Rietueld Academie

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MA, University of Amsterdam
PhD, University of Amsterdam

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PhD, University of Colorado

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MS, University of Minnesota

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MA, New York University
PhD, New York University

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MA, University of Minnesota

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Naughton, Wendy
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MA, University of Minnesota
PhD, University of Northern Colorado

Nelson, Diane
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DIP, Minneapolis Community and Technical College

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PhD, Mayo Graduate School

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MA, University of Minnesota

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BA, University of Oklahoma
MARS, University of Minnesota
MEd, University of Minnesota
EdD, University of Minnesota
PhD, University of Minnesota

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MS, Drake University

Olson, Adam
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MLS, University of Minnesota

Ortiz, Alberto
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PhD, University of Minnesota

Paurus, Jeffrey
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MS, University of Minnesota

Pearson, Diane
History and Political Science
BA, Duke University
MA, Duke University
MA, Washington University

Persoon, Jane
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MS, University of Minnesota

Pivec, Arthur
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MEd, University of Minnesota

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MA, CUNY Hunter College
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MBA, Metro State University

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MA, University of Minnesota

Reinhart, Pat
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Rekha, Ganaganur
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BJS, Spertus College
MALS, Rosary College
MS, St. Cloud State University
EdD, Lawrence University

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MFA, University of Iowa

Ruedy, Perry
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Scovill, Diane
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MEd, University of Minnesota

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MA, University of Maryland College Park

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MS, University of Minnesota

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MA, University of Minnesota
MFA, University of Minnesota
CERT, University of Wisconsin, Whitewater

Shu, Lijin
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MA, University of Northern Iowa

Skoro, Stephen
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BFA, California College of Arts and Crafts

Skudlarek, Gregory
HVAC-R
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Sobelson, Susan
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MS, University of Pennsylvania

Solum, Stephen
Music and Sound Arts
BM, St. Olaf College
MA, New York University
PhD, University of Minnesota

Spikes, Donna
BA, San Diego State University
MS, University of Wisconsin, Milwaukee

Stauffer, Jennifer
Accounting
BS, Chaminade University
MA, University of Pheonix

Storla, Scott
Mathematics
BS, University of Minnesota
MS, University of Minnesota

Strot, Lida
English
AA, Normandale Community College
BA, Hamline University
MA, University of Minnesota
PhD, University of Minnesota

Taylor, Nicholas
Geology
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MS, University of Southern California

Thurow, Mary
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BS, University of Wisconsin, Eau Claire
MA, University of Minnesota

Tollerud, Everett
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BA, St. Olaf College
MA, University of Oregon

Ton, Duncan
Information Technology
AAS, St. Paul College
BA, University of Minnesota

Trisko, Dean
Art
AA, Century College
BFA, University of Minnesota
BSEd, University of Minnesota
MFA, Idaho State University

Tse, Linda
BS, Southern Illinois University, Carbondale
MS, Minnesota State University, Mankato

Vesel, Laura
Nursing
BSN, Minnesota State University, Mankato
MS, University of Minnesota

Watson, Nicole
Biology
BS, Purdue University
MS, University of Nebraska, Lincoln

Watts, Bonnie
Nursing
BA, Metropolitan State University
DIP, St. Joseph Mercy Hospital School of Nursing
MS, University of Minnesota

Weikle, Dean
Construction Electricity
DIP, Minneapolis Community and Technical College

Wertanen, Deborah
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BA, University of Minnesota
MA, Miami University, Oxford
PhD, Purdue University

Willoughby, Judy
Mathematics
BS, University of Wisconsin, Madison
MA, University of Minnesota

Willow, Morgan
English
BA, Sonoma State University
MA, Colorado State University

Wise, Joy
Veterans' Upward Bound
BS, Southern Illinois University—French Language/Lit
MA, Southern Illinois University—French Language/Lit

Witt, Yvonne
Nursing Assistant
AS, College of St. Catherine

Witwer, Darren
Spanish
BA, University of Northern Iowa
MA, University of Northern Iowa

Zernechel, Kimberly
Reading and Study Skills
BS, University of Minnesota
MA, St. Mary's University of Minnesota
DIP, Minnesota School of Business
DIP, Ridgewater College

Ziefle, Katrice
Nursing
BS, University of Wisconsin, Eau Claire
MS, University of Wisconsin, Eau Claire
MA, Bethel University

Appendix D: Staff

Ahmed, Bakri
Facilities

Ahmed, Mahdi
Facilities

Anderson, Beverly
Facilities

Anderson, Marnie
Educational Opportunity Center

Araya, Samson
Information Technology Services

Archer, Takara
Business Services

Asbu, Essey
Information Technology Services

Beckman, Peggy
Human Resources

Bednar, Denise
Business Services

Beech, Jacques
Public Safety

Blair, Lionel
Facilities

Blakemore, Walter
Facilities

Booker, Glenn
Information Technology Services

Borash, Daniel
Facilities

Boshears, Dustin
Facilities

Boyle, Georgia
Finance and Operations

Bozarth, David
Testing Center

Bradley, Jeremy
Facilities

Bresin, Richard
Aviation Center

Brewer, Sherry
Admissions

Bridges, JoDee
Academic Affairs

Brookins-King, Jennifer
Starting Point

Broz, Roger
Facilities

Bruno, Amy
Health and Safety

Burt, Joyce
Faculty Support

Butler, Vicki
Facilities

Buzzard, Thomas
Aviation Center

Cahsai, Rebecca
Registrar's Office

Cain, Cory
Library

Cain, LaJune
Admissions

Campbell, Kari
Information Technology Services

Campbell, Lorie
Bookstore

Cannon, Murphy
Financial Aid

Carey, Samuel
Strategy, Planning and^ Accountability

Carlson, April
Educational Opportunity Center

Carlson, Kerri
Admissions

Carlson, Sarah
Faculty Support

Castro-Pearson, Sandra
Admissions

Chamberlain, Elizabeth
Central Services

Chase, Guy
Filmmaking

Chavez, Carlos
Facilities

Chavez, Rory
Public Safety

Christensen, Angela
Financial Aid

Christmann, Ronald
Facilities

Clark, Sara
Bookstore

Costello, Ann
Veterans Upward Bound

Courtney, Lewis
Bookstore

Crane, Teja
College Advancement

Dahl, Sarah
Counseling and Advising

Davis, Katherine
Talent Search

Dawson, Maureen
Bookstore

Denny, Janice
Counseling and Advising

Dircz, Thomas
Facilities

Dobbins, Audie
Registrar's Office

Dorsett, Jason
Business Services

Dunamis, Jo Anna
Academic Affairs

Dupay, Katie
Student Affairs

DuRose, Cassandra
Human Resources

Dwarka, Annashwattie
Central Services

Earthman, Dorothy
Talent Search

Engman, Kimberly
Disability Services

Erntson, David
Public Safety

Erredge, Elizabeth
Registrar's Office

Fairchild, Holly
Starting Point

Flakne, Peggy
Criminal Justice/Law Enforcement

Flom, Tess
Information Technology Services

Folz, Cheryl
Financial Aid

Frame, Barbara
Disability Services

Franzmeier, Carmen
Admissions

Fredell, Damaris
Senior Net

Frolov, Valerie
Facilities

Gabatino, Richard
Nursing

Gallichant, Mark
Facilities

Gallick, Leonard
Facilities

Gates, Ronald
Athletics

Ginter, Sharon
Registrar's Office

Gould, Trevor
Biology

Grauds, Constance
Allied Health

Green, Denise

Groseth, Becky
Disability Services

Gross, Luanne
Learning Center

Groth, Karen
Learning Center and Bookstore

Gusovsky, Anna
Educational Opportunity Center

Gustafson, James
Parking Ramp

Haider, Anna
Criminal Justice/Law Enforcement

Halilovic, Dzevdeta
Marketing and Public Relations

Haliti, Merita
Business Services

Halverson, Michelle
Central Scheduling

Hansell, Cameo
Financial Aid

Hanson, April
New Student Transition

Hanson, Christopher
Facilities

Harrington, Dana
Information Technology Services

Harper, Marni
College Advancement

Hart, John
Continuing Education and Training

Hart, Robert
Facilities

Hayden-Sofio, Gary
Information Technology Services

Hempel, Sara
Central Services

Hernandez-Rosales, Donna
Student Service Center

Heyer, Jean
Marketing & Public Relations

Hoffer, Kim
Nursing

Holcomb, Gloria
Central Services

Holmquist, James
Facilities

Honeck, Alycia
Learning Center

Horwath, Jeanne
Testing Center

Huebner, Debra
Student Services Center

Huynh, Chau
Business Services

Hyde, Dianne
Bookstore

Hyde, Richard
Public Safety

Indahl, Marilyn
Learning Center

Isaacs, Heather
Career Development Services

Jaman, Sharon
Strategy, Planning and Accountability

Jimerson, Vence
Public Safety

Johnson, Jimmy
Facilities

Jordan, Debra
Educational Opportunity Center

Joseph, Judith
Counseling and Advising

Jurgens, Janie
Information Technology Services

Jwacu, Thulani
Library

Kalesic, Nermina
Learning Center

Karimi, Shari
Power of YOU

Karlen, Jenna
Financial Aid

Karpas, Ilya
Facilities

Kelly, Sean
Information Technology Services

Kelly, Sharon
PACE

Khan, Firasat
Computer Forensics

Kirchner, Elaine
Human Resources

Kluxdal, Timothy
Public Safety

Knoblauch, Stephen
Facilities

Kosky, Sloane
Registrar's Office

Krings, Amanda
Business Services

Krogstad, Tom
Facilities

Larson, Jane
Disability Services

Latterell, Chriss
Facilities

Lauing, Victoria
Continuing Education & Training

Le Claire, Sharon
TRIO Programs

Lee, Tou
Educational Opportunity Center

Leveille, Kristen
Starting Point

Lindgren, Robert
Photography

Lindsey, Jerome
Facilities

Mackey, Susan
Continuing Education and Training

Madson, Dak
Facilities

Mai, Kim
Admissions

Margalli, Sharon
Starting Point

Martin, Colin
Biotechnology

Martinez, Tara
Student Life

Masson, Mylan
Criminal Justice/Law Enforcement

Master, Dawn
Bookstore

Mathews, Lori
Bookstore

Mattson, Patricia
Student Services Center

McCall, Janice
Faculty Support

McCarthy, Amy
College Advancement

Mearidy, Zakeitheia
Power of YOU

Mehaffey, Judith
Faculty Support

Mellas, Greg
Service Learning

Minnich, Rodney
Information Technology Services

Mitchell, Anthony
Public Safety

Mohamed, Nasreen
Power of YOU and Bridge to Success

Morrissey, Jan
Continuing Education and Training

Munos, Scott
Facilities

Nealy, Shannon
Financial Aid

Nelson, Teresa
Public Safety

Nezerka, Shawn
Information Technology Services

Nguyen, Tho
Information Technology Services

Nicholas, Julie
Admissions

Noble-Olson, Michael
Business Services

Nordin, Rebecca
Judicial Affairs

O'Brien, Richard
Facilities

Ofstad, Thomas
Chemistry

Oliver, Karen
Student Services Center

Olsen, Betty
K–12 Partnerships

Omar, Abdulkadiv
Learning Center

Onyeaghala, Cyprian
Facilities

Panula, Myra
Learning Center

Patterson, LeAnn
Central Scheduling

Peitersen, Margaret
Nursing

Pepper, Dawn
Library

Perkins, Alliette
Business Services

Perna, Sandra
Human Resources

Peterson, Ted
Business Services

Phan, Dang
Counseling and Advising

Phan, Ninh
Counseling and Advising

Phaokanya, Bounto
Information Technology Services

Plante, Glen
Facilities

Plumley, Bradford
Facilities

Plumley, Tiffany
Bookstore

Pobuda, Pamela
Central Scheduling

Prado, Mary Ann
Resource and Referral

Preiner, James
Public Safety

Prozeller, Mary
Financial Aid

Quanbeck, Russell
Cabinetmaking

Quayle, Douglas
Facilities

Quinn, Timothy
Parking Ramp

Quintal, Joseph
Facilities

Raczkowski, Russell
Educational Opportunity Center

Rau, Christopher
Business Services

Reasoner, Samuel
Facilities

Reed, Linda
Testing Center

Rehpohl, Karl
Information Technology Services

Rendon, Simone
Information Technology Services

Riesberg, Anthony
Student Services Center

Robinson, Kimberely
Student Services Center

Ronchak, Sarah
Registrar's Office

Rondo, Michael
Facilities

Roske, Jacob
Filmmaking

Rubenstein, Esther
Continuing Education and Training

Russell, Deanna
K–12 Partnerships

Samuelson, Michael
Parking Ramp

Sanders, Shirley
High School Upward Bound

Santander, Franz
Information Technology Services

Saraylic, Nino
Public Safety

Schmidt, Curt
Public Safety

Sejnoha, Sheila
Financial Aid

Senbeta, Nardos
Educational Opportunity Center

Senum, Amoreena
Information Technology Services

Shields, Kathleen
Central Scheduling

Simmons, Daniel
Faculty Support

Sivoravong, Noke
Power of YOU

Skeie, Dennis
Facilities

Smith, Jacqueline
Financial Aid

Smith, Vickie
Central Services

Sorbel, Michael
Disability Services

Spiel, Rochelle
Information Technology Services

Stafki, Tim
Facilities

Stewart, Kathy
Theatre

Sudduth, Shawneise
Student Services Center

Sullivan, Robert
Facilities

Swain, Sherry
Registrar's Office

Szabo, Susan
Legal Affairs

Tajima, David
Marketing and Public Relations

Taslidzai, Azer
Parking Ramp

Tauer, Janet
Educational Opportunity Center

Tazsmonn, Tazsmonn
Facilities

Terry, Chad
Admissions

Thao, Ge
Business Services

Thrift, Gary
Continuing Education and Training

Toles, Richard
Facilities

Towler, Lindsey
Educational Opportunity Center

Turner, Kenneth
Talent Search

Turner, Robert
Financial Aid

Udstrand, Carol
Disability Services

Van Briesen, Mary
Faculty Support

Vang, Peter
High School Upward Bound

Vega-Shannon, Rose
Counseling and Advising

Wagner, Kristina
Educational Opportunity Center

Weaver, Kathleen
Continuing Education and Training

Westerland, Gary
Auxiliary Services

Whittemore, Jennifer
Power of YOU

Williams, Michele
President's Office

Wimes, Wanda
Academic Affairs

Workuff, Dierdrea
Registrar's Office

Wozniak, Stephen
Veterans' Upward Bound

Yeh, Elizabeth
Strategy, Planning and Accountability

Zerhusen, Kirsten
Criminal Justice/Law Enforcement

Appendix E: College Policies

For a complete listing of College policies see http://www.minneapolis.edu/collegepolicies/index.cfm

2.01 Nondiscrimination

Part 1. Policy Statement
Minneapolis Community and Technical College 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, Minneapolis Community and Technical College 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.

Minneapolis Community and Technical College 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 Minneapolis Community and Technical College, 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 the 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.

Part 2. Definitions
Subpart A. Consensual Relationship
This is defined as a sexual or romantic relationship between two persons who voluntarily enter into such a relationship. Employees who are members of the same household should also refer to the MCTC Nepotism Policy 6.02.

Subpart B. Discrimination
Discrimination is defined as conduct that is directed at an individual because of his or her protected class and that subjects the individual to different treatment by agents or employees so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the College or otherwise adversely affects the individual's employment or education.

Subpart C. Discriminatory Harassment
Discriminatory harassment is defined as verbal or physical conduct that is directed at an individual because of his or her protected class, and this is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.

As required by law, Minnesota State College and Universities has further defined sexual harassment as a form of sexual discrimination which is prohibited by state and federal law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct of a sexual nature when:

1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, evaluation of a student's academic performance, or term or condition of participation in student activities or in other events of activities sanctioned by the College; or

2) Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions or other decisions about participation in student activities or other events as sanctioned by the College; or

3) Such conduct has the purpose and effect of threatening and individual's employment; interfering with an individual's work or academic performance; or creating an intimidating, hostile, or offensive work or educational environment.

Subpart D. Employee
Minneapolis Community and Technical College personnel include all faculty, staff, administrators, and student employees.

Subpart E. Protected Class
Protected class for the purpose of this policy means that discrimination and harassment in employment and education are prohibited on the basis of: race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance or sexual orientation. In addition, membership or activity in a local human rights commission is a protected class in employment.

Title IX and ADA/Section 504 Compliance Officer:
Dianna Cusick, director of legal affairs
612-659-6319 612-659-6731 (TTY)

Subpart F. Retaliation
Retaliation includes, but is not limited to, intentionally engaging in any form of intimidation, reprisal or harassment against an individual because he or she made a complaint under this policy or assisted or participated in any manner in an investigation, or process under this policy, regardless of whether a claim of discrimination or harassment is substantiated; or associated with a person or group of persons who are disabled or are of a different race, color, creed, religion, sexual orientation or national origin. Retaliation may occur whether or not there is a power or authority differential between the individuals involved.

Subpart G. Sexual Harassment and Violence as Sexual Abuse
Under certain circumstances, sexual harassment or violence may constitute sexual abuse according to Minnesota law. In such situations, the college shall comply with the reporting requirements in Minnesota Statutes Section 626.556 (reporting of maltreatment of minors) and Minnesota Statutes Section 626.557 (Vulnerable Adult Protection Act). Nothing in this policy will prohibit the college from taking immediate action to protect victims of alleged sexual abuse.

Subpart H. Student
"Student" means an individual who is:

1) Admitted, enrolled, registered to take or is taking one or more courses, classes, or seminars, credit or noncredit at the College; or

2) Between terms of a continuing course of study at the College, such as summer break between spring and fall academic terms; or

3) Expelled or suspended from enrollment as a student at the College during the pendency of any adjudication of the student disciplinary action.

Part 3. Consensual Relationships
An employee of Minneapolis Community and Technical College shall not enter into a consensual relationship with a student or an employee over whom he or she exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence. In the event a relationship already exists, the evaluative authority will be reassigned to avoid violations of this policy. This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a family or household member where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

Part 4. Retaliation
Retaliation as defined in this policy is prohibited at Minneapolis Community and Technical College. Any individual subject to this policy who intentionally engages in retaliation shall be subject to disciplinary or other corrective action as appropriate.

Related policies: MnSCU Board Policy 1B.1 Nondiscrimination in Employment and Education Opportunity, *http://www.mnscu.edu/Policies/1B1.html*

2.01.01 Investigating Complaints of Discrimination and Harassment

Part 1. Purpose and Applicability
Subpart A. Purpose
This procedure is designed to further implement Minneapolis Community and Technical College's policies relating to nondiscrimination by providing a process through which individuals alleging violation of system nondiscrimination policies may pursue a complaint. This includes allegations of retaliation, or discrimination or harassment based on sex, race, age, disability, color, creed, national origin, religion, sexual orientation, marital status, or status with regard to public assistance. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Subpart B. Applicability
This procedure shall apply to all individuals affiliated with Minneapolis Community and Technical College, including its students, employees, and applicants for employment, 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/reprisal. Individuals who violate this procedure shall be subject to disciplinary or other corrective action.

A single act of discrimination or harassment may be based on more than one protected class status. For example, discrimination based on anti-Semitism may relate to religion, national origin, or both; discrimination against a pregnant woman might be based on sex, marital status, or both; discrimination against a transgender or transsexual individual might be based on sex or sexual orientation.

Not every act that may be offensive to an individual or group constitutes discrimination or harassment. Harassment includes action beyond the mere expression of views, words, symbols or thoughts that another individual finds offensive. To constitute a violation of MCTC Policy 2.01 Nondiscrimination, conduct must be considered sufficiently serious to deny or limit a student's or employee's ability to participate in or benefit from the services, activities, or privileges provided by Minneapolis Community and Technical College.

Subpart C. Scope
This procedure is not applicable to allegations of sexual violence; allegations of sexual violence are handled pursuant to Board Policy 1B.3 Sexual Violence and System Procedure 1B.3.1. In addition, harassment and discrimination complaints not arising from alleged violations of MCTC Policy 2.01 Nondiscrimination, are to be addressed under other appropriate policies and established practices.

Part 2. Definitions
Subpart A. Designated Officer
Designated officer means an individual designated by the president to be primarily responsible for conducting an initial inquiry, determining whether to proceed with an investigation under this procedure, and investigating or coordinating the investigation of reports and complaints of discrimination/harassment in accordance with this procedure.

The designated officer for Minneapolis Community and Technical College is:

Dianna Cusick, director of legal affairs
612-659-6319, K3000

Subpart B. Decision-maker
Decision-maker means a high-level administrator designated by the president to review investigative reports, to make findings whether the nondiscrimination policy has been violated based upon the investigation, and to determine the appropriate action for the institution to take based upon the findings.

Subpart C. Retaliation
Retaliation means any action against a complainant or other individual because the individual:

1) Participated in the investigation or resolution of a complaint under this procedure;

2) Opposed conduct the individual believes was in violation of nondiscrimination policies; or

3) Associates with another individual who is protected from discrimination under MCTC Policy 2.01 Nondiscrimination.

Part 3. Consensual relationships
MCTC Policy 2.01 Nondiscrimination in Employment and Education Opportunity prohibits consensual relationships between an employee and a student or another employee over whom he or she exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence, whether or not both parties appear to have consented to the relationship, except as noted.

Examples of prohibited consensual relationships include, but are not limited to:

- An employee and a student if the employee is in a position to evaluate or otherwise significantly influence the student's education, employment, housing, participation in athletics, or any other college or university activity (employee includes, for example, graduate assistants, administrators, coaches, advisors, program directors, counselors and residence life staff);

- A faculty member and a student who is enrolled in the faculty member's course, who is an advisee of the faculty member, or whose academic work is supervised or evaluated by the faculty member; and

- A supervisor and an employee under the person's supervision.

A faculty member or other employee is prohibited from undertaking a romantic or sexual relationship or permitting one to develop with a student or supervisee who is enrolled in the person's class or is subject to that person's supervision or evaluation.

If a consensual, romantic or sexual relationship exists between an employee and another individual and subsequent events create a supervisor/supervisee, faculty/student or similar relationship between them, the person with evaluative or supervisory authority is required to report the relationship to his or her supervisor so that evaluative functions can be reassigned if possible.

This procedure does not cover consensual relationships between individuals that do not require one to exercise direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence over the other.

This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a person with whom they have a consensual relationship where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

Part 4. Reporting incidents of Discrimination/ Harassment
Subpart A. Reporting an Incident
Any individual who believes she or he has been or is being subjected to conduct prohibited by MCTC Policy 2.01 Nondiscrimination, is encouraged to report the incident to the designated officer. The report/complaint should be brought as soon as possible after an incident occurs.

Any student, faculty member or employee who knows of, receives information about or receives a complaint of discrimination/harassment is strongly encouraged to report the information or complaint to the designated officer.

Subpart B. Duty to Report
Administrators and supervisors shall refer allegations of conduct that they reasonably believe may constitute discrimination or harassment under MCTC Policy 2.01 Nondiscrimination to the designated officer, or in consultation with the designated officer may inquire into and resolve such matters.

Subpart C. Reports Against a President
A report/complaint against a president of a college or university shall be filed with the Office of the Chancellor. However, complaints against a president shall be processed by the college or university if the president's role in the alleged incident was limited to a decision on a recommendation made by another administrator, such as tenure, promotion or nonrenewal, and the president had no other substantial involvement in the matter.

Subpart D. Reports Against Office of the Chancellor Employees or Board of Trustees
For reports/complaints that involve allegations against Office of the Chancellor employees, the responsibilities identified in this procedure as those of the president are the responsibilities of the chancellor. Reports/complaints that involve allegations against the chancellor or a member of the Board of Trustees shall be referred to the chair or vice chair of the board for processing. Such reports/complaints may be assigned to appropriate system personnel or outside investigatory assistance may be designated.

Subpart E. False Statements Prohibited
Any individual who is determined to have provided false information in filing a discrimination report/complaint or during the investigation of such a report/complaint may be subject to disciplinary or corrective action.

Subpart F. Withdrawn Complaints
If a complainant no longer desires to pursue a complaint, the Office of the Chancellor, colleges, and universities reserve the right to investigate and take appropriate action.

Part 5. Right to Representation
In accordance with federal law and applicable collective bargaining agreement and personnel plan language, represented employees may have the right to request and receive union representation during an investigatory meeting.

Nothing in this procedure is intended to expand, diminish or alter in any manner whatsoever any right or remedy available under a collective bargaining agreement, personnel plan or law. Any disciplinary action imposed as a result of an investigation conducted under this procedure will be processed in accordance with the applicable collective bargaining agreement or personnel plan.

Part 6. Investigation and Resolution
Minneapolis Community and Technical College has an affirmative duty to take timely and appropriate action to stop behavior prohibited by MCTC Policy 2.01 Nondiscrimination, conduct investigations and take appropriate action to prevent recurring misconduct.

Subpart A. Personal Resolution
This procedure neither prevents nor requires the use of informal resolution by an individual who believes he or she has been subject to conduct in violation of MCTC Policy 2.01 Nondiscrimination. In such a situation, the individual should clearly explain to the alleged offender as soon as possible after the incident that the behavior is objectionable and must stop. If the behavior does not stop or if the individual believes retaliation may result from the discussion, the individual should report to the designated officer. Under no circumstance shall an individual be required to use personal resolution to address prohibited behaviors.

Subpart B. Information Privacy
Confidentiality of information obtained during an investigation cannot be guaranteed; such information, however, will be handled in accordance with applicable federal and state data privacy laws.

Subpart C. Processing the Complaint
The designated officer must be contacted in order to initiate a report/complaint under this procedure. The scope of the process used in each complaint/report shall be determined by the designated officer based on the complexity of the allegations, the number and relationship of individuals involved, and other pertinent factors.

1) **Jurisdiction**. The designated officer shall determine whether the report/complaint is one which should be processed through another college procedure available to the complainant; if appropriate, the designated officer shall direct the complainant to that procedure as soon as possible.

2) **Conflicts**. The designated officer should identify to the president any real or perceived conflict of interest in proceeding as the designated officer for a specific complaint. If the president determines that a conflict exists, another designated officer shall be assigned.

3) **Information Provided to Complainant.** At the time the report/complaint is made, the designated officer shall:

   a) inform the complainant of the provisions of the MCTC Policy 2.01 Nondiscrimination, and this procedure;

   b) provide a copy of or Web address for MCTC Policy 2.01 Nondiscrimination and this procedure to the complainant;

   c) determine whether other individuals are permitted to accompany the complainant during investigatory interviews and the extent of their involvement; and

   d) inform the complainant of the provisions of MCTC Policy 2.01 Nondiscrimination prohibiting retaliation.

4) **Complaint Documentation.** The designated officer shall insure that the complaint is documented in writing. The designated officer may request, but not require, the complainant to document the complaint in writing using the complaint form of the College.

5) **Information Provided to the Respondent.** At the time initial contact is made with the respondent, the designated officer shall inform the respondent in writing of the existence and general nature of the complaint and the provisions of the nondiscrimination policy. At the initial meeting with the respondent, the designated officer shall:

   a) Provide a copy of or Web address for MCTC Policy 2.01 Nondiscrimination and this procedure to the respondent;

   b) Provide sufficient information to the respondent consistent with federal and state data privacy laws to allow the respondent to respond to the substance of the complaint;

   c) Explain to the respondent that in addition to being interviewed by the designated officer, the respondent may provide a written response to the allegations;

   d) Determine whether other individuals are permitted to accompany the respondent during investigative interviews and the extent of their involvement; and

   e) Inform the respondent of the provisions of MCTC Policy 2.01 Nondiscrimination prohibiting retaliation.

6) **Investigatory Process.** The designated officer shall:

   a) Conduct a fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings;

   b) Inform the witnesses and other involved individuals of the prohibition against retaliation;

   c) Create, gather and maintain investigative documentation as appropriate;

d) Disclose appropriate information to others only on a need to know basis consistent with state and federal law, and provide a data privacy notice in accordance with state law; and

e) Handle all data in accordance with applicable federal and state privacy laws.

7) **Interim Actions.**

a) *Employee reassignment or administrative leave*. Under appropriate circumstances, the president or chancellor may, in consultation with system legal counsel and labor relations, reassign or place an employee on administrative leave at any point in time during the report/complaint process. In determining whether to place an employee on administrative leave or reassignment, consideration shall be given to the nature of the alleged behavior, the relationships between the parties, the context in which the alleged incidents occurred and other relevant factors. Any action taken must be consistent with the applicable collective bargaining agreement or personnel plan.

b) *Student summary suspension or other action.* Under appropriate circumstances, the president or designee may, in consultation with system legal counsel, summarily suspend a student at any point in time during the report/complaint process. A summary suspension may be imposed only in accordance with Board Policy 3.6 and associated system procedures. After the student has been summarily suspended, the report/complaint process should be completed within the shortest reasonable time period, not to exceed nine (9) class days. During the summary suspension, the student may not enter the campus or participate in any college or university activities without obtaining prior permission from the president or designee. Other temporary measures may be taken in lieu of summary suspension where the president or designee determines such measures are appropriate.

8) **No Basis to Proceed.** At any point during the processing of the complaint, the designated officer may determine that there is no basis to proceed under MCTC Policy 2.01 Nondiscrimination. The designated officer shall refer the complaint as appropriate. The designated officer shall notify the complainant and respondent of the outcome as appropriate, in accordance with applicable data privacy laws.

Subpart D. Resolution

After processing the complaint the designated officer may consider one or more of the following methods to resolve the complaint as appropriate:

1) Conduct or coordinate education/training;

2) Facilitate voluntary meetings between the parties;

3) Recommend separation of the parties, after consultation with appropriate Office of the Chancellor, college or university personnel;

4) Other possible outcomes may include recommending changes in workplace assignments, enrollment in a different course or program, or other appropriate action;

5) The College may use alternative dispute resolution or mediation services as a method of resolving discrimination or harassment complaints. Alternative dispute resolution and mediation options require the voluntary participation of all parties to the complaint; and/or

6) Upon completion of the inquiry, the designated officer may dismiss or refer the complaint to others as appropriate.

Subpart E. Decision Process

If the above methods have not resolved the complaint within a reasonable period of time to the satisfaction of the designated officer, or the designated officer feels additional steps should be taken, the procedures in this subpart shall be followed.

1) **Designated Officer.** The designated officer shall:

a) Prepare an investigation report and forward it to the decision-maker for review and decision;

b) Take additional investigative measures as requested by the decision-maker; and

c) Be responsible for coordinating responses to requests for information contained in an investigation report in accordance with the Minnesota Government Data Practices Act and other applicable law including, but not limited to, the Family Educational Rights and Privacy Act (FERPA). In determining the appropriate response, the designated officer shall consult with the campus data practice compliance official and/or the Office of General Counsel.

2) **Decision-maker.** After receiving the investigation report prepared by the designated officer, the decision-maker shall:

a) Determine whether additional steps should be taken prior to making the decision. Additional steps may include:

1. A request that the designated officer conduct further investigative measures;

2. A meeting with the complainant, respondent or other involved individuals. If a meeting involving a represented employee is convened, the complainant or respondent may choose to be accompanied by the bargaining unit representative, in accordance with the applicable collective bargaining agreement and federal and state law; and

3. A request for additional information which may include a written response from the complainant or respondent relating to the allegations of the complaint.

b) Take other measures deemed necessary to determine whether a violation of MCTC Policy 2.01 Nondiscrimination has been established;

c) When making the decision, take into account the totality of the circumstances, including the nature and extent of the behaviors, the relationship(s) between the parties, the context in which the alleged incident(s) occurred, and other relevant factors;

d) Determine the nature, scope and timing of disciplinary or corrective action and the process for implementation if a violation of the nondiscrimination policy occurs. This may include consultation with human resources or supervisory personnel to determine appropriate discipline;

e) As appropriate, consistent with applicable state and federal data privacy laws, report in writing to the complainant, respondent and the designated officer her or his findings, and the basis for those findings, as to whether MCTC Policy 2.01 Nondiscrimination has been violated. The written response to the complainant shall be provided within 60 days after a complaint is made unless reasonable cause for delay exists; and

f) Conduct that is determined not to have violated MCTC Policy 2.01 Nondiscrimination shall be referred to another procedure for further action, if appropriate.

Part 7. Office of the Chancellor, College, or University Action

The Office of the Chancellor, college, or university shall take the appropriate corrective action based on results of the investigation, and the designated officer shall make appropriate inquiries to ascertain the effectiveness of any corrective or disciplinary action. Complainants are encouraged to report any subsequent conduct that violates MCTC Policy 2.01 Nondiscrimination, as well as allegations of retaliation.

Written notice to parties relating to discipline, resolutions, and/or final dispositions resulting from the report/complaint process is deemed to be official correspondence from the Office of the Chancellor, college or university. In accordance with state law, the College is responsible for filing the complaint disposition concerning complaints against employees with the Commissioner of Employee Relations within 30 days of final disposition.

Part 8. Appeal

Subpart A. Filing an Appeal

The complainant or the respondent may appeal the decision of the decisionmaker. An appeal must be filed in writing with the president or designee within ten (10) business days after notification of the decision. The appeal must state specific reasons why the complainant or respondent believes the decision was improper. In a complaint against a president or other official who reports directly to the chancellor, an appeal may be considered by the chancellor whether or not the chancellor served as the decision-maker.

Subpart B. Effect of Review

For employees represented by a collective bargaining agreement, an appeal under this procedure is separate and distinct from, and is not in any way related to, any contractual protections or procedures. During the pendency of the appeal disciplinary or corrective action taken as a result of the decision shall be enforced. In addition, in cases involving sanctions of suspension for ten (10) days or longer, students shall be informed of their right to a contested case hearing under Minnesota Statutes Chapter 14.

Subpart C. Appeal Process

The president or designee shall review the record and determine whether to affirm or modify the decision. The president or designee may receive additional information if the president or designee believes such information would aid in the consideration of the appeal. The decision on appeal shall be made within a reasonable time and the complainant, respondent and designated officer shall be notified in writing of the decision, consistent with applicable state and federal data privacy laws. The decision on appeal exhausts the complainant's and respondent's administrative remedies under this procedure except as provided herein.

Part 9. Education and Training

The College shall provide education and training programs to promote awareness and prevent discrimination/harassment, such as educational seminars, peer-to-peer counseling, operation of hotlines, self-defense courses, and informational resources. Education and training programs should include education about MCTC Policy 2.01 Nondiscrimination and this procedure.

Part 10. Distribution

Information regarding MCTC Policy 2.01 Nondiscrimination and this procedure shall, at a minimum, be distributed to students at the time of registration and to employees at the beginning of employment. Distribution may be accomplished by posting on an Internet website, provided all students and employees are directly notified of how to access the policy and procedure by an exact address, and that they may request a paper copy. Copies of the policy and procedure shall be conspicuously posted at appropriate locations on the College campus at all times and shall include the designated officers' names, locations and telephone numbers.

Designated officers also must be identified by name, location and phone number in informational publications such as student catalogs, student and employee handbooks, bulletin boards, campus websites and other appropriate public announcements.

Part 11. Maintenance of Report/Complaint Procedure Documentation

During and upon the completion of the complaint process, the complaint file shall be maintained in a secure location in the office of the designated officer for the College in accordance with the applicable records retention schedule. Access to the data shall be in accordance with the respective collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act or other applicable law.

Related Policies:

http://www.mnscu.edu/board/policy/1b01.html

http://www.mnscu.edu/board/procedure/1b01p1.html

2.04 Affirmative Action in Employment

Minneapolis Community and Technical College is committed to and supports aggressive affirmative action steps and programs intended to remedy the historical underrepresentation of persons of color, women, and persons with disabilities in the workforce.

Related Polcies: MnScu Board Policy 1B.2 Affirmative Action in Employment, *http://www.mnscu.edu/Policies/1B2.html*.

2.05 Individuals with Disabilities

Part 1. Equal Opportunity for Individuals with Disabilities
Minneapolis Community and Technical College is committed to providing equal opportunities for qualified individuals with disabilities to participate in College services, programs, activities and employment. Minneapolis Community and Technical College will provide reasonable accommodations to qualified individuals with disabilities to ensure access to programs, services, activities and employment as required by law.

Part 2. Definitions
Subpart A. An Individual with a Disability
Any person who has a physical or mental impairment which substantially limits one or more of such person's major life activities, including:

1) Any person who has a record of such impairment, which means that a person has a history of or has been classified as having a mental or physical impairment that substantially limits one or more major life activities; and

2) Any person who is regarded as having such an impairment, which means:

   - Has a physical or mental impairment that may not substantially limit major life activities but that is treated by others as constituting such a limitation;
   - Has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or
   - Has no impairment but is treated by others as having such an impairment.

Subpart B. Qualified Individual
A person who, with or without reasonable modifications to rules, policies, or practices; the removal of architectural, communication, or transportation barriers; or the provision of auxiliary aids and services, meets the essential eligibility requirements for receipt of services or participation in a system office, college, or university program or activity. Essential eligibility requirements include, but are not limited to, academic and technical standards requisite to admission or participation in an education program or activity.

Subpart C. Reasonable Accommodations
Reasonable accommodations may include: modifications to rules, policies, or practices; the removal of architectural, communication, or transportation barriers; provision of auxiliary aids; or the provision of equally effective programs, services, or activities. In accordance with the Americans with Disabilities Act, accommodations will not be provided 1) for personal devices or services even though the individual may be a qualified individual with a disability, or 2) that result in a fundamental alteration in the nature of a service, program, or activity or in undue financial or administrative burdens. Reasonable accommodations do not include elimination of an essential function of a job.

Subpart D. Personal Devices and Services
Examples of personal devices and services include wheelchairs; individually prescribed devices, such as prescription eyeglasses or hearing aids; readers for personal use or study; or services of a personal nature, including assistance in eating, toileting, or dressing.

Part 3. Request for Medical Documentation
MCTC may require an individual who requests an accommodation to provide medical documentation indicating the limitations of the individual and the need for an accommodation.

2.06 Servicing Students with Disabilities

Part 1. Responsibility
At Minneapolis Community and Technical College, the Office for Students with Disabilities (OSD) is the designated office that obtains and files disability-related documents, certifies eligibility for services, determines reasonable accommodations and develops plans for the provision of academic accommodations. Reasonable accommodations are provided to ensure access to all College courses, programs, services, jobs, activities, and facilities, including those that are offsite; such as field trips, internships, and field work.

OSD provides or arranges a variety of auxiliary services for the College, such as sign language interpreting, document conversion, assistive technology, exam modifications and academic assistance. Students with disabilities are also offered other services, including information, referral, advocacy, study skills assistance, advising and other individualized services that may be needed for equal access to campus.

Part 2. Certifying Services
Staff from OSD request disability-related documents from the appropriate licensed professional to certify a student as having a disability and to determine reasonable accommodations. The cost of obtaining documentation is borne by the student. If the initial documentation is incomplete or inadequate to determine the extent of the disability and reasonable accommodations, the office has the discretion to require additional documentation. Any cost of obtaining additional documentation is also borne by the student.

Students reporting learning or attention difficulties are interviewed and screened by OSD free of charge and are given referrals for preliminary testing on-campus or for comprehensive and diagnostic testing in the community. The student is responsible for testing costs after the initial screening. Staff from OSD certify that a student has a disability and register disabled students for services provided through OSD; students who are found to be nondisabled are referred to other campus and community resources for assistance. Pend-

ing receipt of documentation, OSD reserves the right to deny services or accommodations.

Part 3. Determining Accommodations
A reasonable accommodation is a modification or adjustment to a course, program, service, job, activity or facility that enables a qualified student with a disability to have an equal opportunity. An equal opportunity means an opportunity to attain the same level of performance or to enjoy equal benefits and privileges as are available to a similarly situated student without a disability. The College is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified disabled student. To determine reasonable accommodations, OSD may seek information from appropriate faculty and staff regarding essential standards for courses, programs, services, jobs, activities and facilities. Final determination of reasonable accommodations is made by OSD. Reasonable accommodations are determined by examining:

1) The barriers resulting from the interaction between the documented disability and the campus environment;
2) The possible accommodations that might remove barriers;
3) Whether or not the student has access to the course, program, service, job, activity or facility without accommodations; and
4) Whether or not essential elements of the course, program, service, job, activity or facility are compromised by the accommodations.

Part 4. Accommodations
Reasonable accommodations are individualized and flexible, based on the nature of the disability and the academic environment. Below is a partial list of common academic accommodations:

- Accessible classroom/location/furniture
- Advance notice of assignments
- Alternative ways of completing assignments (e.g., oral presentation versus written paper)
- Assistive computer technology
- Assistive listening devices
- Auxiliary aids and services (notetakers, lab or library assistants, readers, interpreters)
- Captions for film and video material
- Course or program modifications
- Reduced courseload
- Document conversion (alternative print formats: Braille, large print, tape, electronic, raised lettering)
- Early syllabus
- Exam modifications
- Alternative test formats, such as providing a reader or writer, computer, or basic calculator for exams, quiet exam room, or extended time
- Priority registration
- Study skills and strategies training
- Time extensions
- Taped lectures

Part 5. Obtaining Academic Accommodations
1) Disabled students who require accommodations must seek assistance at OSD in a timely manner, usually prior to the start of classes or as soon as a disability becomes known.
2) Disabled students will provide documentation of their disabilities and how they limit their participation in courses, programs, services, jobs, activities, and facilities of the College.
3) OSD will file official documentation of the disability, including information about the manifestations of the disability.
4) OSD will ensure that disability-related documents are kept confidential and shared with College personnel on a limited and need-to-know basis only.
5) OSD and the disabled student will discuss the interaction between the disability and the academic environment and determine reasonable accommodations. Consultation with faculty, staff, and outside professionals regarding essential elements and reasonable accommodations will occur in situations that are new, complex, or sensitive.
6) OSD will outline the process for the provision of reasonable accommodations and will present this verbally and in writing to the student. In determining reasonable accommodations, the following questions will be answered: what accommodations will be provided; why they will be provided; when they will be provided; who is responsible for providing them; and how they will be provided. Additional procedures for use of interpreters, assistive listening devices, captioned videos and assistive technology devices will be given in writing to the student.
7) OSD will write individualized letters to faculty members certifying that the student has a disability and stating the determined reasonable accommodations. The provision of accommodations is often shared among faculty, the student and OSD. The letter also invites faculty to contact OSD if there are concerns or questions about the accommodations. Instructors will be expected to assist with the provision of accommodations when reasonable and necessary. Instructors are not expected to compromise essential elements of the course or evaluation standards.
8) The student with a disability will be responsible for delivering the individualized letters to faculty. If the faculty member is not available, the student should request assistance from OSD.
9) Disabled students will be responsible for contacting OSD if reasonable accommodations are not implemented in an effective or timely way. OSD will work with College personnel and disabled students to

resolve disagreements regarding recommended accommodations. Students should follow the College grievance policy if they have not received timely and appropriate service from OSD.

10) Faculty is responsible for contacting OSD if an accommodation interferes with the ability of the student to meet the essential requirements for a course or program. OSD will work with the student and faculty to provide appropriate accommodations.

2.07 Religious Accommodations

Minneapolis Community and Technical College is committed to respecting the religious beliefs and practices of all members of the community as well as to making accommodations for observances of special significance to adherents.

Students' sincerely held religious beliefs shall be reasonably accommodated with respect to scheduling and other academic requirements. Students should provide the instructor with a request for an academic accommodation due to religious belief within a reasonable time prior to the needed accommodation.

Employees' sincerely held religious beliefs shall be reasonably accommodated with respect to work schedules and other workplace requirements. Employees should provide their supervisor with a request for a workplace accommodation due to religious belief within a reasonable time prior to the needed accommodation.

2.08 Sexual Violence Policy

Part 1. Policy Statement

Sexual violence is an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at Minneapolis Community and Technical College. MCTC is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law, or other MnSCU Board Policies that may require separate proceedings. To further its commitment against sexual violence, MCTC provides reporting options, internal mechanisms for dispute resolution, and prevention training or other related services as appropriate.

Subpart A. Application of Policy to Students, Employees, and Others

This policy applies to all MCTC students and employees and to others, as appropriate, where alleged incidents of sexual violence have occurred on MCTC property. Incidents of sexual violence alleged to have been committed by a student at a location other than on MCTC property are covered by this policy pursuant to the factors listed in Minnesota State Colleges and Universities Board Policy 3.6, Part 5. Incidents of sexual violence alleged to have been committed by a MCTC employee at a location other than MCTC property are covered by this policy.

Individuals alleged to have committed acts of sexual violence on MCTC property who are not students or employees are subject to appropriate actions by MCTC, including, but not limited to, pursuing criminal or civil action against them. Allegations of discrimination or harassment are governed by MCTC Procedure 2.01.01 and MnSCU Board Policy 1B.1.

Part 2. Definitions

The following definitions apply to this Policy and MCTC Procedure 2.08.01.

Subpart A. Sexual Violence

Sexual violence includes a continuum of conduct that includes sexual assault, and non-forcible sex acts, as well as aiding acts of sexual violence.

Subpart B. Sexual Assault

"Sexual assault" means an actual, attempted, or threatened sexual act with another person without that person's consent. Sexual assault is often a criminal act that can be prosecuted under Minnesota law, as well as form the basis for discipline under MCTC student conduct codes and employee disciplinary standards. Sexual assault includes but is not limited to:

- Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress or deception upon the victim. Forced sexual intercourse is included in this definition, as are the acts commonly referred to as "date rape" or "acquaintance rape." This definition also includes the coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another;
- Involvement in any sexual act when the victim is unable to give consent;
- The intentional touching or coercing, forcing, or attempting to coerce or force another to touch an unwilling persons intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breast); and/or
- Offensive sexual behavior that is directed at another such as indecent exposure or voyeurism.

Subpart C. Consent

Consent is informed, freely given and mutually understood. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, and the condition was known or would be known to a reasonable person, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

Subpart D. Non-forcible Sex Acts

Non-forcible acts include unlawful sexual acts wherein consent is not relevant, such as sexual contact with an individual under the statutory age of consent, as defined by Minnesota law, or between persons who are related to each other within degrees wherein marriage is prohibited by law.

Subpart E. MCTC Property

"MCTC property" means the facilities and land owned, leased, or under the primary control of Minnesota State Colleges and Universities, its Board of Trustees, Office of the Chancellor and Minneapolis Community and Technical College.

Subpart F. Employee
"Employee" means any individual employed by Minneapolis Community and Technical College including student workers.

Subpart G. Student
"Student" means an individual who is:

1) Admitted, enrolled, registered to take or is taking one or more courses, classes, or seminars, credit or non-credit, at MCTC; or

2) Between terms of a continuing course of study at MCTC, such as summer break between spring and fall academic terms; or

3) Expelled or suspended from enrollment as a student at the MCTC, during the pendency of any adjudication of the student disciplinary action.

3.01 Office of Academic Affairs

Part 1. Instructional Services
Subpart A. Delegation of Authority
The Office of Academic Affairs is delegated the responsibility and authority to provide instructional services to the College community, which includes, but is not limited to, the development of curriculum and scheduling of courses.

Subpart B. Faculty Consultation
The college faculty must be consulted when developing class schedules.

Subpart C. Course Cancellation
The Office of Academic Affairs reserves the right to cancel a course after the schedule has been published if the associate vice president of academic affairs determines that it would be in the best interest of the College.

Part 2. Substitute Instructors
Subpart A. Delegation of Authority
The Office of Academic Affairs is delegated the responsibility and authority to hire substitute instructors when the assigned instructor is unable to perform his or her assigned duties for an extended period of time.

Subpart B. Technical Program Courses
The Office of Academic Affairs must arrange for a substitute instructor when classroom hours are required for a student to graduate from a program.

Subpart C. Short-Term Leave
An instructor who is unable to perform assigned duties for one class period must make alternate arrangements for course activities. Alternate arrangements must be approved in advance by the departmental dean.

Subpart D. Faculty Cooperation
An instructor must provide lesson plans and assignments as applicable.

3.02 Earning Academic Credits

Part 1. Credit Opportunities
Subpart A. Statement of Philosophy
While credits are the units of measure utilized in this policy, their use is not intended to limit or reduce opportunities to certify skills and competency attainment through alternative student outcome assessment approaches. The goal of education is the attainment of specific skills and knowledge. Creative approaches to the awarding of credit in response to demonstrated student skills attainment, above and beyond credit for prior learning and credit through examination programs, are both encouraged and desired.

Subpart B. Credit Earning Options
A student may apply credits earned by methods allowed in sections II–VIII to the award program requirements in MCTC Policy 3.03.

Part 2. Coursework for Credit
A student may earn credits toward an award and graduation by registering for and successfully completing an MCTC course offering taken for credit.

Part 3. Directed Study
Subpart A. Directed Study
A student may earn up to four semester credits for an approved directed study project. Directed study credits apply only to the elective credits of a program.

Subpart B. Project Approval
A student must submit a project proposal and receive approval from the instructor and departmental dean prior to beginning coursework to receive credit.

Subpart C Project Limitations
Project proposals must be unique from a course offered that semester at MCTC.

Part 4. Credit Transfer
Students may be permitted to apply credits transferred from another institution if the Registrar's Office determines that the credits meet College standards for transfer. Institutions must be accredited at the Higher Education level. Coursework from nationally accredited institutions will be considered for transfer on a case by case basis. MCTC will only accept transfer coursework from regionally accredited institutions for programs that lead to professional licensure in the Air Traffic, Law Enforcement and Nursing programs.

Subpart A. Semester or Quarter Credit Transfer Requirements
Transfer requirements are to be met either in semester credits or in the equivalent of quarter credits, or a combination of both.

Transfer requirements include:

- A minimum of 20 semester credits (or the equivalent) of college-level courses must be taken at MCTC in order to graduate. For students transferring within the State of Minnesota Community Colleges and the University of Minnesota, and working toward an associate in arts degree, this is reduced from 20 to 12 semester credits, or their equivalent. A minimum of 3 semester credits, or their equivalent must be earned at MCTC to receive the Minnesota Transfer Curriculum. One-third of the credits

required for a diploma or certificate must be earned at MCTC.

- Grades of "C" or above are accepted for transfer to MCTC. Grades of "D" at the previous institution will be transferred only if the cumulative grade point average at the transfer institution is 2.0 (C) or higher. Grades of "F" will not be accepted for transfer. Technical program courses must be "C" or above and have been completed within the past five years to permit transfer.

Subpart B. Accreditation Requirement
When evaluating coursework from nationally accredited institutions, the standard criteria listed below in Subpart D will apply. In addition, an in-depth review of faculty credentials, institutional learning outcomes and overall educational quality of the learning experience will be carefully considered. The student may be required to provide additional documentation such as a syllabus. Students whose coursework has been determined to not meet MCTC transfer criteria may work with a counselor and check information under "Credit by Exam." MCTC will only accept tranfer coursework from regionally accredited institutions for programs that lead to professional licensure in the Air Traffic, Law Enforcement and Nursing programs.

Subpart C. Vocational/Technical Coursework
When transferring coursework from an accredited vocational/technical institution, a maximum of 16 semester credits of college-level vocational or technical courses shall be accepted as elective credits toward an associate in arts (A.A.) degree. Vocational/technical credits applied toward a career program (non-A.A.) award will be evaluated course by course. All general education courses taken at an accredited vocational/technical college will transfer at full credit value.

Subpart D. Transfer of Comparable Coursework
The coursework to be transferred must be comparable in nature, content and level to courses offered (or that could be offered) by the receiving institution.

In evaluating courses for transfer equivalency, the standard for review must be at least 75 percent comparability of course content. For courses that are part of a sequence, students need sufficient preparation to succeed in the next course in the sequence. At MCTC, the Registrar's Office determines transfer course equivalences, in consultation with academic departments as necessary.

The coursework to be transferred must be acceptable under transfer policies usually appropriate and applicable for a degree program offered at MCTC.

Only the MCTC grade point average is computed on grades earned at MCC, MTC and MCTC. Transfer credits are not included.

Subpart E. College Property
Official transcripts become, upon receipt, College property and shall not be returned to the student. Exceptions to this policy exist only for international records.

Part 5. Credit by Exam
Upon approval of an instructor and departmental dean, a student may earn credit for a course by taking an exam. Unless specifically prohibited by the award requirements, credits earned by exam may be applied to meet award requirements. Credits earned by exam are ineligible for financial aid.

Part 6. College Level Exam Program
Subpart A. Application of CLEP Credits
Within the limits allowed in subpart A, the Records Office may accept for transfer some or all of a student's credits earned for completing College Level Exam Program (CLEP) general or subject exams.

Subpart B. Credit Limitation
The Registrar's Office may accept a maximum of 3 credits for each CLEP exam for which the student's score is in the 50th percentile or higher and is documented on the student's transcript.

Subpart C. Graduation
Unless specifically prohibited by the award requirements, credits earned through CLEP may be applied to meet award requirements.

Subpart D. Financial Aid Eligibility
Credits earned by CLEP exam are not eligible for financial aid.

Part 7. International Baccalaureate Program
Students who complete an International Baccalaureate high school diploma with a score of 30 or higher are awarded 8 semester credits for each of three higher-level examinations, plus 2 semester credits for each of the subsidiary examinations, for a total of 30 semester credits. When a test covers material that is substantially similar to an existing course, the equivalent credit or credits are awarded. When a test covers college-level material that is not substantially similar to an existing course, elective credits are awarded.

Part 8. Advanced Placement
Students may earn credits through Advanced Placement (AP) exams with scores of 3 or above. Credit will not be given for AP exams that overlap completed coursework for which college credit has been earned. AP scores should be sent to the Records Office.

3.03 Degrees, Diplomas and Certificates

Part 1. Definitions
Subpart A. Application Rule
The definitions contained in this section are applicable throughout MCTC policy and procedures.

Subpart B. Award
"Award" means a certificate, diploma, associate in arts degree, associate in science degree, or associate in applied science degree.

Subpart C. Credit
"Credit" means the unit of measure normally associated with specific courses and experiential learning activities. Unless otherwise stated, a credit is a semester credit or equivalent.

Subpart D. Minnesota General Education Transfer Curriculum or MnTC
"Minnesota General Education Transfer Curriculum" or "MnTC" means the defined general education curriculum approved by the Minnesota State Colleges and Universities (MnSCU) and codified in MCTC Policy 3.05 for transfer among other institutions in the MnSCU system.

Subpart E. Program
"Program" means a cohesive pattern of credit courses and experiences leading to a degree, diploma, or certificate.

Part 2. Program Objectives
Accomplishment of program objectives requires a set of structured learning experiences in which a student must demonstrate competencies in a wide range of skills and knowledge that constitute a major or is certified by a credential. Programs must be designed to

1) Prepare students for advanced study,

2) Qualify students for an occupation or range of occupations, and

3) Increase students' knowledge and understanding in a specific area/discipline.

Part 3. Earning an Award
A student must successfully complete all requirements of the program and meet all graduation requirements in MCTC Policy 3.09 to earn an award from MCTC.

Part 4. Associate in Arts Degree
Subpart A. Degree Credits
A program to award an associate in arts degree (A.A.) must consist of 64 credits of coursework.

Subpart B. MnTC Requirements
A program to award an associate in arts degree must include 40 credits of coursework in the MnTC Goal Areas described in MCTC Policy 3.05 and specified in parts A–J.

- **Goal 1: Written and Oral Communication.** A minimum of 9 credits of coursework designated as MnTC Goal Area 1 courses. The coursework must include ENGL 1110, 1111 and an eligible speech communications course.
- **Goal 2: Critical Thinking.** This goal is achieved through completion of the MnTC curriculum identified in this subdivision.
- **Goal 3: Natural Sciences.** A minimum of two courses designated as MnTC Goal Area 2 courses. The courses must be in two different disciplines and one must be a lab science.
- **Goal 4: Mathematical and Logical Reasoning.** A minimum of one course designated as a MnTC Goal Area 4 course.
- **Goal 5: History and the Social and Behavioral Sciences.** A minimum of three courses designated as MnTC Goal Area 5 courses. The courses must be in three different disciplines.
- **Goal 6: Humanities and Fine Arts.** A minimum of three courses designated as MnTC Goal Area 6 courses. The courses must be in three different disciplines.
- **Goal 7: Human Diversity.** A minimum of one course designated as a MnTC Goal Area 7 course. A course fulfilling this competency may also be counted toward the fulfillment of the requirements for one of the first six competency areas.
- **Goal 8: Global Perspectives.** A minimum of one course designated as a MnTC Goal Area 8 course. A course fulfilling this competency may also be counted toward the fulfillment of the requirements for one of the first six competency areas.
- **Goal 9: Ethical and Civic Responsibility.** A minimum of one course designated as a MnTC Goal Area 9 course. A course fulfilling this competency may also be counted toward the fulfillment of the requirements for one of the first six competency areas.
- **Goal 10: People and the Environment.** A minimum of one course designated as a MnTC Goal Area 10 course. A course fulfilling this competency may also be counted toward the fulfillment of the requirements for one of the first six competency areas.

Subpart C. Health Coursework
A program to award an A.A. must include a minimum of 2 credits of coursework in the Health Department.

Subpart D. Physical Education Coursework
A program to award an A.A. must include a minimum of 1 credit of coursework in the Physical Education Department.

Subpart E. Information Literacy Competency
A program to award an A.A. must require the student to demonstrate competency in information literacy.

Subpart F. Computer Literacy Competency
A program to award an A.A. must require the student must demonstrate competency in computer literacy.

Subpart G. Electives
A student must successfully complete credits equal to the difference between 64 credits and the credits earned from subds. 2–6.

Subpart H. Completion Requirement
A student must complete ENGL 1110, the computer literacy, and information literacy requirements within the first 24 college-level credits earned.

Part 5. Associate in Fine Arts Degree
Subpart A. Degree Credits
A program to award an associate in fine arts degree (A.F.A.) must consist of 61 credits of coursework.

Subpart B. MnTC Requirements
A program to award an A.F.A must include 29 credits of coursework in a minimum of six MnTC Goal Areas described in MCTC Policy 3.05. Of these credits, a student must complete ENGL 1110, ENGL 1111 and an eligible Speech Communications course; one course from each MnTC Goal Areas 3, 4 and 5; and any two courses from MnTC Goal Area 6 (not ARTS or PHOT). Additionally, a student must earn 3

credits from MnTC Goal Areas 7, 9 or 10 (that are NOT also in MnTC Goal Area 6).

Subpart C. Required Coursework
A program to award an A.F.A. must include at least 32 credits of program-related coursework.

Subpart D. Completion Requirement
A student must complete INFS 1000.

Part 6. Associate in Science Degree
Subpart A. Degree Credits
A program to award an associate in science degree (A.S.) must consist of 60–64 credits of coursework.

Subpart B. MnTC Requirements
A program to award an A.S. must include 30 credits of coursework in a minimum of six MnTC Goal Areas described in MCTC Policy 3.05. Of these credits, a student must earn a minimum of 3 credits in MnTC Goal Area 1 and 3 credits in MnTC Goal Areas 7, 8, 9 or 10.

Part 7. Associate in Applied Science Degree
Subpart A. Degree Credits
A program to award an associate in applied science degree (A.A.S.) must consist of 60–72 credits of coursework.

Subpart B. MnTC Requirements
A program to award an A.A.S. must include MnTC requirements equal to 25 percent of the required program credits in a minimum of three MnTC Goal Areas described in MCTC Policy 3.05. Of these credits, a student must earn a minimum of 3 credits in MnTC Goal Area 1 and 3 credits in MnTC Goal Areas 7, 8, 9 or 10.

Subpart C. Required Coursework
A program to award an AAS must include at least 30 credits of program-related occupational or technical coursework.

Part 8. Diploma
Subpart A. Degree Credits
A program to award a diploma must consist of 31–64 credits of coursework.

Subpart B. MnTC Requirements
As required in parts A–C, a program to award a diploma must include a specified number of credits from the MnTC coursework described in MCTC Policy 3.05.

- **Two-Year Diploma.** A program to award a two-year diploma must include 9 credits of coursework in any of the MnTC Goal Areas. Of these credits, a student must earn a minimum of 3 credits in MnTC Goal Area 1 and 3 credits in MnTC Goal Areas 7, 8, 9 or 10.
- **Three-Semester Diploma.** A program to award a three-semester diploma must include 6 credits of coursework in any of the MnTC Goal Areas. Of these credits, a student must earn a minimum of 3 credits in MnTC Goal Area 1.
- **Two-Semester Diploma.** A program to award a two-semester diploma must include a minimum of 3 credits in MnTC Goal Area 1.

Part 9. Certificate
Subpart A. Degree Credits
A program to award a certificate must include 10–30 credits of coursework.

Subpart B. MnTC Requirements
A program to award a two-semester certificate must include a minimum 3 credits of coursework in MnTC Goal Area 1.

3.04 General Education

Part 1. Philosophy of General Education
Central to the mission of Minneapolis Community and Technical College is the provision of general education as an integral part of award programs that are 15 or more credits in length. General education is the measurable knowledge, intellectual concepts, and attitudes that serve as the foundation to success within all programs of study and throughout life. General education prepares students to meet the social, personal and career challenges they will face in the future.

Part 2. Core General Education Competencies
In line with this philosophy, MCTC has adopted four core general education competencies as a means to enhance lifelong education by making it possible for students to communicate effectively, think critically, solve problems as well as develop and demonstrate effective life skills, personal responsibility, and social responsibility.

Students will develop the following core competencies through a combination of appropriate general education coursework and through direct instruction and reinforcing projects and experiences within their program coursework.

- **Communications.** Successful completion of one course from MnTC Goal Area 1, as well as of tasks embedded within program coursework.
- **Critical Thinking.** Successful completion of tasks embedded within program coursework.
- **Life Skills/Personal Responsibility.** Successful completion of tasks embedded within program coursework.
- **Social Responsibility.** Successful completion of one course from MnTC Goal Area 7, 8, 9 or 10, as well as of tasks embedded within program coursework.

Part 3. Two-Year Diploma and Degree Programs
Two-year diploma and degree programs must contain coursework that provide students with the skills to communicate effectively, think critically, solve problems, develop and demonstrate effective life skills, personal responsibility, and social responsibility.

Part 4. Two- and Three-Semester Programs
Two- and three-semester programs must contain coursework that provide students with the skills to communicate effectively, think critically, solve problems, develop and demonstrate effective life skills, and personal responsibility.

Part 5. Minnesota General Education Transfer Curriculum Requirment
In accordance with MnSCU Policy 3.21, Part 2 and as delineated in MCTC Policy 3.05, all award programs offered by MCTC must include coursework designated by the Minnesota General Education Transfer Curriculum (MnTC).

3.05 Minnesota General Education Transfer Curriculum

Part 1. Establishment of Minnesota General Education Transfer Curriculum

The Minnesota General Education Transfer Curriculum (MnTC) is a collaborative effort among all Minnesota two- and four-year public colleges and universities to help students transfer their work in general education among schools. Completion of a defined transfer curriculum at one institution enables a student to receive credit for all lower division general education courses upon admission to any other institution.

Students who complete a curriculum are certified in the 10 areas of competency by faculty at the sending institution. Students who choose not to complete a transfer curriculum will continue to have their courses evaluated for transfer through existing lists of course equivalencies.

Admission to any institution is an issue separate from transfer. All transfer students must continue to meet admission requirements (usually a grade point average for institutions or prerequisites for specific programs) when they transfer.

The MnTC commits all public colleges and universities in the state of Minnesota to a broad educational foundation that integrates a body of knowledge and skills with a study of contemporary concerns—all essential to meeting the social, personal, and career challenges individuals will face in the future. The competencies emphasize our common membership in the human community; personal responsibility for intellectual, lifelong 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 MnTC is divided into 10 goal areas as described in part 2.

Part 2. Minnesota General Education Transfer Curriculum Goal Areas

Subpart A. Goal Area 1: Written and Oral Communication

Courses assigned to MnTC Goal Area 1 are 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.

Subpart B. Goal Area 2: Critical Thinking

Courses assigned to all MnTC goal areas are 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. Most courses teach one or more of the critical-thinking student competency areas. Any student who completes 40 credits of general education will have completed the student requirements for critical thinking.

Subpart C. Goal Area 3: Natural Sciences

Courses assigned to MnTC Goal Area 3 are 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 lifelong 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 of the 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.

Subpart D. Goal Area 4: Mathematical/Logical Reasoning

Courses assigned to MnTC Goal Area 4 are designed to increase students' knowledge about mathematical and logical modes of thinking. This 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.

Subpart E. Goal Area 5: History and Social and Behavioral Sciences

Courses assigned to MnTC Goal Area 5 are 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.

Subpart F. Goal Area 6: Humanities and Fine Arts

Courses assigned to MnTC Goal Area 6 are 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 fundamental to the health and survival of any society.

Subpart G. Goal Area 7: Human Diversity

Courses assigned to MnTC Goal Area 7 are 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.

Subpart H. Goal Area 8: Global Perspective

Courses assigned to MnTC Goal Area 8 are 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.

Subpart I. Goal Area 9: Ethical and Civic Responsibility

Courses assigned to MnTC Goal Area 9 are designed to de-

velop 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.

Subpart J. Goal Area 10: People and the Environment
Courses assigned to MnTC Goal Area 10 are 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.

3.08 Grading

Part 1. Definitions
Subpart A. Application Rule
The definitions contained in this section are applicable throughout MCTC policy and procedures.

Subpart B. College-Level Courses
"College-level courses" are courses with a course number of 1000 or higher.

Subpart C. Departmental Dean
"Departmental dean" means the dean of academic affairs assigned as administrator for that department.

Subpart D. Developmental Education Courses
"Developmental education courses" are courses with a course number of less than 1000.

Subpart E. Instructor
"Instructor" means the faculty member assigned to teach a given course and evaluate a student's performance.

Subpart F. Letter Grade
"Letter grade" means a grade of A, B, C, D or F.

Subpart G. Student
"Student" means an individual who is enrolled in a class or program at MCTC.

Subpart H. The College
"The College" means Minneapolis Community and Technical College or MCTC.

Part 2. Grade Determination
Subpart A. Evaluation of Performance
Evaluation of a student's performance is determined by the instructor of the course and cannot be appealed except as allowed in Part 8 of this policy.

Subpart B. Grading Criteria
The instructor shall establish the criteria used to evaluate a student's performance and communicate the criteria to the student in a written syllabus.

Subpart C. Amendments to Grading Criteria
The instructor has the right to alter the written grading criteria if the alteration:

1) Is more generous;
2) Does not disadvantage a student; and
3) Is communicated in writing to all students.

Subpart D. Grade Submission
The instructor of a course shall submit a grade as provided in parts 3, 4 or 5 of this policy for each student who is not auditing or withdrawn from the course. The grades must be submitted by the deadline and in the manner designated by the Registrar's Office each semester.

Part 3. Letter Grades
Subpart A. Grade Option
The instructor of a student who is taking a course for a letter grade shall evaluate the student relative to the established expectations for the course using one of the following letter grades.

- **Grade A.** A grade of "A" indicates that a student's performance was superior relative to the established expectations for the course.
- **Grade B.** A grade of "B" indicates that a student's performance was above average relative to the established expectations for the course.
- **Grade C.** A grade of "C" indicates that a student's performance was average relative to the established expectations for the course.
- **Grade D.** A grade of "D" indicates that a student's performance was below average relative to the established expectations for the course.
- **Grade F.** A grade of "F" indicates that a student's performance was inadequate relative to the established expectations for the course.

Part 4. Pass or No Credit Grades
Subpart A. Grade Options
The instructor of a student who is taking a course for a pass or no credit grade shall submit one of the following grades for each student who has not withdrawn from the course.

- **Grade P.** A grade of "P" or passing indicates that a student's performance was adequate relative to the established expectations for the course.
- **Grade NC.** A grade of "NC" or no credit indicates that a student's performance was inadequate relative to the established expectations for the course.

Part 5. Assignment of an Incomplete
Subpart A. Instructor Discretion
At the discretion of the instructor, a student may be granted an incomplete when the instructor believes there is a reasonable expectation that the student can complete the work for a course.

Subpart B. Completion of Coursework
The instructor and student should identify in writing expectations for completing the work. The deadline to complete coursework is determined by the instructor, but may be no later than the end of the next semester, not including summer session. If the instructor has not submitted a letter grade by the end of the next semester, a grade of "F" or "NC", as applicable, will be entered by the Records Office.

Part 6. Communicating Grades

Subpart A. Posting Grades

An instructor may post grades provided a code is used that is identifiable only to the student and instructor. Posted grades may not contain the student's name, ID number, or Social Security number.

Subpart B. Access to Grades

Except as allowed in MCTC Policy 4.11, only the instructor of a course is permitted to communicate grades to the student.

Part 7. Student Academic Honors

Subpart A. Deans List

A student who completes 12 or more college-level credits in a semester with a semester GPA of 3.0 or greater will be included on the Deans List. A letter of acknowledgement will be sent to each student on the list.

Subpart B. Excluded Credits

The following credits will not be included to determine eligibility for academic honors:

1) Developmental education and English as a second language credits;
2) Credits taken for a pass or fail grade;
3) Credits taken for audit;
4) Credits from which the student withdrew; and
5) Credits that are currently in incomplete status.

Part 8. Appealing Grades

Subpart A. Conditions for Appeal to Departmental Dean

A student who disagrees with a grade awarded for a class may appeal the grade to the departmental dean within 30 days after the date that grades are posted only if the student has first appealed to the instructor and one of the following two conditions applies:

1) An error was made in calculating the grade; or
2) The instructor deviated from the evaluation criteria established by the syllabus for the course.

Subpart B. Final Determination

A student may appeal the decision of the departmental dean to the vice president (VP) for academic and student affairs within five (5) business days of receipt of the decision of the dean. The decision of the VP is final and cannot be appealed under any circumstances.

3.08A Student Academic Records

Part 1. Maintenance of Student Records

Student academic records are maintained by the Registrar's Office through a computerized system. Transcript records show all coursework for which a student was registered during each term of enrollment and the grades and symbols awarded for that work.

Part 2. Communication of Student Records

Grade reports are not automatically mailed to the students at the conclusion of a term. Grade report requests must be submitted in writing to the Registrar's Office or are available online. Grade reports will show only the grades for one term.

Part 3. Grade Report and Transcript Designations

Subpart A. Letter Grades

A letter grade indicates the instructor's evaluation of a student's performance and is equal to the following numerical values for the purpose of calculating a student's GPA.

1) A grade of "A" indicates superior performance by the student and is equal to 4.0 grade points per credit.
2) A grade of "B" indicates above average performance by the student and is equal to 3.0 grade points per credit.
3) A grade of "C" indicates average performance by the student and is equal to 2.0 grade points per credit.
4) A grade of "D" indicates below average performance by the student and is equal to 1.0 grade point per credit.
5) A grade of "F" indicates inadequate performance by the student and is equal to 0.0 grade points per credit.

Subpart B. P or NC Grade

A grade of "P" or "NC" indicates the instructor's pass or fail determination of a student's performance. Credits are earned for a passing grade. Courses taken for a pass or no credit grade are not included in a student's GPA calculation.

1) A grade of "P" indicates adequate performance by the student.
2) A grade of "NC" indicates inadequate performance by the student.

Subpart C. I Designation

An "I" indicates that a student has not completed the requirements of the course. If a letter grade has not been submitted by the instructor prior to the beginning of the next semester, not including summer session, an "F" will automatically be entered for the course.

Subpart D. AU Designation

An "AU" indicates that a student attended a course but was not graded on performance. No credit is earned and the course is not included in a student's GPA calculation.

Subpart E. W Designation

A "W" indicates that a student registered for a course, but withdrew from the course prior to formally receiving a grade for the course. No credit is earned and the course is not included in a student's GPA calculation.

Subpart F. R Designation

An "R" prior to a grade indicates that the student received a grade for the course in a previous semester.

Part 4. Grade Point Average

Subpart A. Calculating GPA

A student's cumulative GPA is calculated by dividing the total number of grade points earned by the total number of credits taken for a grade of A–F.

Subpart B. Expectation

Students are expected to maintain a grade point average of at least 2.0. Failure to meet that minimum for any semester will result in scholastic probation for the next semester.

Part 5. Pass or Fail Grade Option

Subpart A. Registration

A student may elect to register for a course that is graded by the instructor using a letter grade on a pass or fail basis.

Subpart B. Grade Conversion

The Registrar's Office will convert the letter grade submitted by the instructor as follows:

1) if the instructor submits a letter grade of "A," "B," or "C," a "P" will appear on the student's records.

2) if the instructor submits a letter grade of "D" or "F," an "F" will appear on the student's records.

Subpart C. Grade Point Average Calculations

Grades of "P" will not be included in GPA calculations. Grades of "F" will be included in GPA calculations.

Subpart D. Change to Letter Grade

Students who choose the pass or fail grade option will not be allowed to petition at a later date to have the letter grade entered on their transcript.

Subpart E. Limitations

The pass or fail option may not be elected for more than one course per semester, and no more than one-third of a student's credits taken at MCTC may be "P" grades for degree credit. Courses which require a mandatory pass or no credit grade are excluded.

Subpart F. Advisory

Some MCTC programs and other institutions may not accept "P" grades for some courses.

Part 6. Auditing a Course

A student may select to audit a course. Courses completed by audit will receive an "AU" designation rather than a grade. Regular tuition rates are charged for course audits. Audited courses do not count for credit and do not affect the student's GPA.

Part 7. Repeating a Course

With permission from their advisor and the instructor, a student may repeat a technical course a maximum of two times. Liberal arts courses do not require permission to be repeated and may be repeated more than twice. Only the highest grade earned will be applied toward an award and in grade point average calculations. Both classes and grades will appear on the student's transcript. Tuition and fees will be charged each time. In order to change the computation of overall grade point average to reflect the repeated course or highest grade, students must notify the Registrar's Office at the end of that semester after repeating the course. Repeated coursework is not updated automatically on the student's transcript.

3.09 Graduation Requirements

Part 1. Graduation Requirements

Subpart A. Program Awards

As provided in MCTC Policy 3.03, a student must successfully complete the specific award requirements established by the program and complete requirements in subds. 2–5 to earn an award and graduate from the college.

Subpart B. Grade Point Average

A student must have a cumulative GPA of 2.0 or better for coursework completed at MCTC.

Subpart C. Intent to Graduate

A student must complete the intent-to-graduate process as required by the Registrar's Office.

Subpart D. Credits Earned at MCTC

A student must earn a specified number of credits from MCTC, as defined in Part 2 of this policy.

Subpart E. Financial Obligations

A student must fulfill all financial obligations to the College.

Part 2 Credits Earned at MCTC

Subpart A. Degree Programs

A student who is seeking a degree from the College must earn a minimum of 20 credits at MCTC to earn an associate in arts, associate in fine arts, associate in science or associate in applied science degree from the College.

Subpart B. Transferring Students

A student who is transferring from another institution within the Minnesota State Colleges and University system or the University of Minnesota must earn a minimum of 12 credits at MCTC to earn an associate in arts degree from the College.

Subpart C. MnTC Requirement

A student must earn a minimum of 13 MnTC credits at MCTC to earn an Associate in Arts degree from the College.

Subpart D. Diploma and Certificate Programs

A student must earn a minimum of one-third of the credits required by the program at MCTC to earn a diploma or certificate from the College.

3.11 Participation in Course Activities

Part 1. Non-registered Individuals in the Classroom

Except as permitted by the instructor, only currently registered students of a course may attend course lectures or labs, participate in activities, or use equipment or materials. Violators will be asked to leave or security will be notified.

Part 2. Instructor's Rights

Subpart A. Disruptive Student

An instructor may dismiss for the remainder of the class period a student who is disrupting course activities. An instructor may not expel a student for more than one class period for each disruptive incident.

Subpart B. Judicial Affairs Officer

An instructor must notify the judicial affairs officer when a student's disruptive activity warrants further action.

3.12 Academic Property Rights

Part1. Definitions
Subpart A. Academic Property
"Academic property" means any work of authorship, invention, discovery or other original creation that is the result of a student fulfilling requirements for a course in which the student is registered. Academic property includes, but is not limited to:

1) Term papers and essays;
2) Projects;
3) Works of art, including, but not limited to, films, videos, digital images, and sound productions; and
4) Encoded works.
5) Academic property does not include tests or exams.

Subpart B. Student
"Student" means an individual who is enrolled in a class or program at MCTC.

Part 2. Property Rights
Subpart A. Returning Academic Property
Upon request of the student and when no longer needed by the instructor for evaluation of the student, the instructor must return any academic property to the student.

Subpart B. Retaining Academic Property
Academic property may be retained by the College with written permission from the student.

Subpart C. Improper Disclosure
In compliance with MCTC Policy 4.11, the College ensures that a student's academic property in a classroom will be safeguarded against improper disclosure. Instructors will neither read from nor distribute a student's academic property without permission from the student.

4.01 Admissions

Part 1. Definition
Admission refers to a student's initial entrance into Minneapolis Community and Technical College.

Part 2. Admissions
Minneapolis Community and Technical College has an open door rolling admission policy.

Subpart A.
The basic requirement is a high school diploma or GED certificate. Applicants must also be at least 15 years of age to be eligible for admission.

Subpart B.
A person who has neither a high school diploma nor a GED certficate may be admitted if, at the discretion of the College and in accordance with federal regulations, that person can demonstrate potential for being a successful college student. The college will determine that potential based on a combination of the results of a personal interview, test scores and other records of previous academic achievement (if available).

Subpart C.
International applicants and high school students attending under the Postsecondary Education Options (PSEO) program must meet additional requirements in order to be admitted.

Subpart D.
Admission to MCTC does not guarantee admission to college-level courses or entry into specific programs.

Part 3. Appeal
Individuals who are denied admissions on the basis of the above requirements may appeal that denial to the vice president of student affairs.

4.02 Placement Testing for College Readiness

Minneapolis Community and Technical College is dedicated to supporting student success. As part of that commitment, Minneapolis Community and Technical College adheres to the MnSCU policy to assess the reading, writing and mathematical skills of new entering students in an attempt to match current skills with the MCTC curriculum.

Part 1. Incoming Student Assessment
Subpart A.
MCTC shall require all students to complete incoming student assessment that includes measures of reading comprehension, writing, and mathematics on system-endorsed tests, except as provided in Subpart D. The incoming student assessment shall not be used to make college admissions decisions. Placements received as a result of assessment testing are mandatory.

Subpart B.
Students with documented disabilities shall be tested with system-endorsed, adaptive tests through the Disability Services Office with necessary accommodations provided.

Subpart C.
MCTC shall provide a two-step appeals process for students.

Subpart D. Exemptions
Students who have indicated on their admissions application that they are not seeking a degree, diploma, or certificate do not need to take the assessment tests unless they register for: (1) classes in ESL, English, reading, or math; or (2) classes requiring a prerequisite based on scores/placements received during assessment testing. Information regarding prerequisites can be found in the course listing section of the semester schedule. (NOTE: Students indicating that they are not seeking a degree, diploma or certificate are not eligible for financial aid.)

Students with college-level coursework in English composition or mathematics shall have documented credits evaluated to determine exemption status.

Students providing documentation of at least 15 semester credits with an overall G.P.A. of 2.0 or above will be evaluated for exemption from reading.

Students may tranfer assessment scores to MCTC from other postsecondary institutions provided that they have been taken on the system-endorsed placement instrument within three calendar years, inclusive of the current calendar year,

with the provision that mathematics scores are valid for only two calendar years, inclusive of the current calendar year.

Part 2. Minimum Standards for Access to General Education Courses

Subpart A.

MCTC shall adhere to MnSCU guidelines for placement into college level courses in reading, English and math.

Subpart B.

Students placing below college-level coursework shall be placed into developmental coursework or ESL coursework as indicated.

Subpart C.

MCTC instructors shall evaluate students' progress through curriculum and determine their next sequenced placement.

Part 3. Developmental Education

Students placing into developmental education or ESL curriculum shall be provided coursework that will prepare them for entry into college-level courses or technical/occupational programs.

Part 4. Annual Report on College Readiness

MCTC shall annually report its assessment data, according to system-reporting procedures.

Part 5. Definitions

System-Endorsed Tests: The Minnesota State Colleges and Universities endorsed tests are Accuplacer and Accuplacer ESL.

General Education: Courses in the college-level curriculum in college algebra, composition, and reading intensive arts and sciences courses, e.g., biology, Western civilization. Specification of reading-intensive courses to which minimum reading standards apply will be determined by Academic Affairs.

College Level: Courses number 1000 or above which count toward the credit requirements of a certificate, diploma, associate degree, or baccalaureate degree.

Developmental Education: courses numbered below 1000 intended for students who do not meet minimum assessment standards and which do not count toward a certificate, diploma, associate degree, or baccalaureate degree.

4.03 Campus Student Association

Part 1. Establishment

MnSCU Board Policy 2.1 states that students at each college and university shall have the right to establish a student government. At Minneapolis Community and Technical College, the recognized student association is the Minneapolis Community and Technical College Student Senate.

Part 2. Duties

The MCTC Student Senate has the exclusive right to recommend the chartering of clubs and organizations for approval by the College president.

Part 3. Recognition

The MCTC Student Senate shall define in its constitution the selection of student representatives and the ratification process for student government. The College president or designee shall recognize the Student Senate as the official representative of the students, upon receipt of evidence that the student body has approved the constitution of the student government.

Part 4. Appeal of Student Senate Decisions

MCTC has established a process for appeal to the College president or designee of decisions made by the student government relative to chartering, funding or providing service to student organizations when such decisions may be in violation of the law. Information about the appeal procedures and the Student Senate Decisions Appeal form is available in the Counseling and Advising Suite, T.2250.

4.03.01 Appeal Procedure — Student Senate Decisions

In accordance with MnSCU Board Policy 2.1 Part 4 MCTC establishes the following procedure for individual students or organizations that wish to appeal a decision made by the MCTC Student Senate relative to chartering, funding, or providing service to student organizations when such decisions may be in violation of law. Those wishing to submit such an appeal should complete the MCTC Student Senate Decision Appeal form, available from the director of student life in Helland Center, or from the vice president of student affairs in T.2250. The completed appeal form should follow the instructions on the appeal form and submit the form to the vice president of student affairs.

The vice president will review the appeal and will provide a written response within five class days to the individual or group at the address that is listed on the appeal form.

The decision of the vice president on this appeal is final.

4.04 Student Code of Conduct

Part 1. Student Conduct Policy

The College establishes a code of student conduct that states polices and procedures for the administration of student conduct proceedings. Students will be afforded appropriate due process in the resolution of any allegation(s) of violations of the code of student conduct. Students found responsible for violations are subject to sanctions which in more serious cases may include suspension or expulsion from the College. The College will notify students of the availability and location of the code of conduct and copy of the code will be posted at appropriate locations on campus and on the College website.

Part 2. Off-campus Conduct

The College may hold students accountable for violations of behavioral standards committed off-campus when: hazing is involved; or the violation is committed while participating in a College sanctioned or sponsored activity; or the violation adversely affects the educational research, or service functions of the College.

Part 3. Appeal
Students found to be responsible for a conduct violation will be provided an avenue of appeal within the College. In addition, in cases involving suspension for ten (10) days or longer, student will be informed of their right to a contested case hearing under Minnesota Statute 14.

Part 4. Procedures
The College will establish the procedures to implement this policy (4.04.01 Student Code of Conduct Procedures).

4.04.01 Student Code of Conduct Procedures

Part 1. Purpose
Minneapolis Community and Technical College believes that every student is accountable for his or her individual behavior especially as it imposes on the freedom, rights and safety of another individual or to the extent that it impacts upon the atmosphere and environment conducive to the educational mission of the College community.

Within this context, specific kinds of behavior are judged to be unacceptable and may serve as a basis for expulsion. These include, but are not limited t disorderly and/or disruptive behavior; physical assault or threat of physical assault; theft or attempted theft; vandalism or willful property damage; trespassing (unauthorized presence) or failure to heed a lawful order; academic dishonesty; fraud and/or willful misrepresentation; and possession of alcohol and/or illicit substances.

Disciplinary action against individual students or a group of students must be administered in the context of a unified and coordinated set of campus regulations and processes to ensure fair, equitable, and legal outcomes. This process ensures due process for students accused of engaging in misconduct.

The code of conduct exists to guide the behavior of all MCTC students. Students participating in on-site orientation shall be provided a hardcopy of the student code of conduct.

Part 2. Jurisdiction
The College has the right to take necessary and appropriate action to support and protect the safety and well-being of the College community. Minneapolis Community and Technical College students are expected to abide by local, state and federal laws and College rules. Should the violation of civil or criminal law involve College interests, the College has the right to proceed with disciplinary action without regard to civil or criminal proceedings.

These regulations apply on campus and at all College-sponsored activities, or at activities sponsored by College clubs or organizations on- or off-campus, or if the off-campus action involves a continuation or extension of a situation initiated on campus, except where specifically limited. Students or organizations may be subject to College discipline for any of the misconduct described below which occurs any time on College-controlled premises or at College-approved or sponsored functions.

Part 3. Standards
All MCTC students are encouraged to familiarize themselves with, as well as to conform to, College rules and regulations governing personal conduct on all campuses. Violations of such rules and regulations, for which students are subject to disciplinary action, include, but are not limited to, the following:

1) Dishonesty, including, but not limited to cheating, plagiarism, or knowingly furnishing false information to the College. Plagiarism includes, but is not limited to the use by paraphrase or direct quotation, the published or unpublished work of another person without full and clear acknowledgement; unacknowledged use of materials prepared by another person or agency engaging in selling or otherwise providing term papers or other academic materials. Knowingly passing an insufficient funds check or fraudulent money order in payment of any financial obligation to the College.

2) Forgery, alteration, misrepresentation, or misuse of College documents, records or identification, or of records submitted to the College.

3) Unauthorized use, changing, deleting of any information or data contained in the MnSCU student record computers.

4) Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other College activities on or off campus, including, but not limited to, instruction, the community service functions or other authorized activities on or off College premises.

5) Failure to comply with directions of College officials acting in the performance of their duties or with fire, police or other emergency service personnel. Failure to identify oneself to these persons when requested to do so, after they have identified themselves.

6) Conduct which threatens or endangers the health or safety of any person at the College, or at College controlled, sponsored or supervised functions. Intentionally, recklessly or negligently causing physical harm to any person on the College premises or at College sponsored activities. This includes engaging in any form of fighting or any hostile conduct or behavior that might incite violence.

7) Harassment of any member of the College community, placing any person under mental duress or causing any person to be in fear of physical danger through verbal abuse (including repeated phone calls), intimidation including but not limited, to violence or threat of violence, or personal vilification, including when such actions are based on age, sex, race, color, disability, religion, sexual orientation, or national/ethnic origin. (Refer also to MCTC Sexual Harassment Policy).

8) Physical, sexual abuse or battery upon a student or College personnel, upon College premises, or while under the authority of College personnel, or at a College-sponsored event; or continued abuse of a student or College personnel, assault or battery upon a student or College personnel, or any threat of force or violence directed toward a student or College personnel.

9) Hazing, including any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose or intention, admission into, affiliation with, or as a condition of continued membership in a group or organization.

10) Unauthorized borrowing of or use of College property, theft or attempted theft or damage to, property of the College or property of a member of the College community or property of a campus visitor.

11) Unauthorized entry to, or use of, College supplies (including College stationery and postage), keys, telephones (including long distance service), computers or computer systems, equipment and/or facilities or the use of any of the above for any illegal act or any act prohibited by the code of conduct.

12) Theft or destruction of computer time, hardware, or software, including, but not limited t unauthorized entry into a file, to use, read, or change the contents, or for any other purpose; unauthorized transfer of a file, unauthorized use of another individual's identification and password; use of computing facilities to interfere with the work of another student, faculty member or College official; use of computing facilities to send obscene or abusive messages; use of computing facilities to interfere with normal operation of the College computing system.

13) Damage to public or private property on College premises including, but not limited to graffiti, defacing signs or damaging College property wherever located.

14) The incurring of financial obligations on behalf of the College without proper authorization.

15) Violation of College regulations concerning student organizations, the use of College facilities, or the time, place and manner of public expression.

16) Unauthorized use, sale, possession, or presence on campus or at College-sponsored events of alcoholic beverages or controlled substances and/or drug paraphernalia. The state of being under the influence of alcohol or controlled substances on College-controlled property, or at College-sponsored events. A complete copy of the Drug and Alcohol-Free Campus Policy is available for students and employees in the Counseling Office and the Human Resources Office.

17) Disorderly, disruptive, indecent, or obscene conduct or expression, or breach of peace, on College-owned or controlled property or at College-sponsored or supervised functions. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions.

18) Continued willful and disruptive behavior, profanity or vulgarity, or open and persistent defiance of the authority of or persistent abuse of College personnel.

19) Possession or use of unauthorized firearms or other dangerous weapons on College-controlled property. "Weapon" is broadly defined to include, but is not limited to, all firearms (including BB guns), dangerous knives, explosives, explosive fuels, dangerous chemicals, billy-club, and fireworks.

20) Violation of College regulations regarding the use of tobacco products on College-controlled property.

21) Gambling on campus.

22) Unauthorized solicitation or selling of goods or services on campus or at College-sponsored activities on or off campus.

23) Actions which interfere with, obstruct or prevent the regular and essential operations of the College or infringe upon the rights of others to freely participate in its courses, programs or services.

Part 4. Sanctions

Disciplinary sanctions are implemented by written notification after an informal meeting or formal hearing with administrative staff arranged by the Office of the Vice President for Student Affairs or designee. More than one of the sanctions listed below may be imposed for any single violation. The following sanctions are listed to provide students with examples of possible penalties for conduct code violations.

The College reserves the right to impose other sanctions as circumstances warrant. Definitions of these follow:

- **Warning**—Issuance of an oral or written warning or reprimand that may become part of a student's permanent file.
- **Restitution**—Payment required to the College or other persons, groups, or organizations for damages incurred.
- **Probation**—Continued enrollment at the College but under specific written conditions for a specific period of time. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulations(s) during the probationary period.
- **Discretionary Sanction**—Work assignments, service to the College or other related discretionary assignments.
- **Loss of a College Privilege**—An order directing a student not to have contact with an area or another member of the College community.
- **Suspension**—Denial of the privilege of enrollment for a specific period of time after which the student is eligible to return. Conditions for re-admission may be specified.
- **Long-term Suspension**—A suspension that remains in effect for longer than 10 (ten) days.
- **Summary Suspension**—A suspension imposed without an investigation, informal meeting or formal hearing to ensure the safety and well-being of members of the College community.
- **Expulsion**—Termination of student status.

Part 5. Initiation of Conduct Investigation
NOTE: Complaints alleging harassment or discrimination based on race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation, will be investigated and processed under the Equal Opportunity Policy and Procedures in the College catalog. All other complaints alleging improper conduct by a student or student group will be investigated under the Student Conduct Investigation Procedures.

Subpart A. Filing of a Complaint
Any member of the College community may file a complaint against a student or student organization alleging a violation of the student code of conduct or other College policy. A complaint should be submitted to the judicial affairs officer or designee. Once a complaint is filed, the Judicial Affairs Office reserves the right to investigate the complaint even if a complainant chooses not to pursue the matter. Persons filing a complaint are required to provide pertinent information and, if necessary, appear at a hearing.

Subpart B. Misconduct Reported Through Other Means
In many situations, alleged conduct violations are reported to Judicial Affairs through Public Safety Incident Reports or other means. The judicial affairs officer has the responsibility to ensure compliance with the Student Code of Conduct and therefore retains the authority to investigate all reports of alleged student misconduct regardless of how the report is received by the judicial affairs officer.

Subpart C. Cooperation with Investigation
All members of the college community are required to cooperate with an investigation and provide pertinent information to the judicial affairs officer upon request, and if necessary, appear at a hearing.

Part 6. Investigation of Alleged Misconduct
Following the filing of a complaint or receipt of a report of alleged misconduct, the judicial affairs officer or designee will conduct an investigation. If, in the process of the investigation, the judicial affairs officer or designee determines that the complaint is unwarranted or unsupported, the judicial affairs officer or designee shall discontinue proceedings.

Subpart A. Informal Meeting
If the judicial affairs officer or designee feels that there is sufficient evidence to support the complaint, the judicial affairs officer or designee shall offer the accused student an opportunity to resolve the violation at an informal meeting. The student or students will be notified of their right to the informal meeting orally or by mail to the last known mailing address on file in the College records office.

Prior to or at the beginning of the informal meeting, the student must be provided with the following information:

- Oral or written notice of the complaint.
- A copy of the Student Code of Conduct.
- Oral or written notice of a summary of the evidence to support the complaint specific policy he/she is accused of violating.
- A Tennessen Notice.

During the informal meeting the judicial affairs officer or designee shall review the complaint and evidence with the student and allow the student to present a defense against the complaint. Within a reasonable time period following the meeting, the judicial affairs officer or designee shall inform the accused student in writing of his/her decision whether a violation of the code was established by a preponderance of evidence and any applicable sanction as well as options available for an appeal meeting or formal hearing.

If the student fails to appear for the informal meeting, the judicial affairs officer or designee may impose an appropriate sanction against the student. The judicial affairs officer or designee shall send written notice to the student of any sanction imposed, including any applicable right to appeal. The student or students will be notified by mail to the last known mailing address on file in the College records office.

A student who has received a sanction other than a long-term suspension or expulsion has a right to an appeal meeting with a student affairs administrator. A request for an appeal meeting must be made in writing to the student affairs administrator identified in the notice of sanction, and received within five (5) business days of receipt or attempted delivery by certified mail of the notice of sanction. Failure to request an appeal meeting in writing within the five (5) day time period presumes acceptance of the sanction.

A student who has received a sanction of a long-term suspension or expulsion may accept the sanction or may request a formal hearing. A request for formal hearing must be made in writing to the student affairs administrator identified in the notice of sanction, and received within five (5) business days of receipt or attempted delivery by certified mail of the notice of sanction. Failure to request a formal hearing in writing within the five (5) day time period presumes acceptance of the sanction.

Subpart B. Formal Hearing
After receiving a request for a formal hearing within the proscribed time period, the College will notify the student in writing of the time, place and date of hearing. Such notice to the student shall also include:

- A summary of the witness and documentary evidence that may be presented in support of a charge;
- A statement that the student's failure to appear will not prevent the hearing from proceeding as scheduled and may lead to imposition of sanctions in the student's absence;
- Notice that the student may have an advisor present, and if there is a likelihood that the student will face criminal prosecution related to the charge, notice that the student may wish to retain an attorney; and
- Notice that the student must provide a summary of the witness and documentary evidence that may be presented by a proscribed date.

The student may elect to have a hearing before the student affairs administrator or before a College Conduct Committee made up of members of the College community. The hearing will be conducted in the following manner:

1) The judicial affairs officer or designee who imposed the sanction shall first present the complaint and supporting evidence. The accused student shall have an opportunity to challenge evidence.

2) The accused student shall next present evidence or testimony to refute the complaint.

3) Only those materials and matters presented at the hearing shall be considered as evidence.

4) The hearing shall be held in closed session unless the student affairs administrator/Conduct Committee Chair determines there is a compelling reason and neither the accused student nor the complainant presents an objection.

5) The accused student may have an advisor or attorney present. However the advisor or attorney may not participate in any questioning or advocate on behalf of the student.

Upon conclusion of the Conduct Committee hearing, the Committee in closed session shall consider the evidence and make a recommendation to the student affairs administrator. The student affairs administrator will consider the recommendation and evidence that is forwarded by the Conduct Committee and will decide to uphold the sanction, exonerate the student, or impose a different sanction.

If the student elects to have a hearing before the student affairs administrator, the hearing will be conducted in the manner described above. Upon conclusion of the hearing, the student affairs administrator shall consider the evidence and decide to uphold the sanction, exonerate the student, or impose a different sanction.

A written notice of findings and conclusions shall be provided to the student within a reasonable time after the hearing. The student shall be considered notified of the sanction: 1) when the notice is hand-delivered to the student or 2) twodays (excluding Sundays and legal holidays) after the notice is mailed to the student to the last known mailing address on file in the College records office.

If the student affairs administrator affirms a long-term suspension or expulsion, the notice shall inform the student of his/her right to a contested case hearing under Minnesota law.

Part 7. Contested Case Hearings

If a long-term suspension or an expulsion is upheld by the student affairs administrator, the student has a right to appeal the decision before an administrative law judge pursuant to Minnesota Statutes Chapter 14. A student seeking a hearing before an administrative law judge must inform the student affairs administrator within five (5) days of receipt of notification or evidence of attempted delivery through certified mail of the student affairs administrator's final decision. The College will request a hearing from the Office of Administrative Hearings. The student will be notified of the time, place and date of the hearing.

The hearing will be conducted pursuant to Contested Case Procedures adopted by the Office of Administrative Hearings. An administrative law judge will be appointed by the chief administrative law judge pursuant to Minnesota Statute section 14.50.

Following the hearing, the administrative law judge shall make a report, which contains a recommendation, to the College president.

Within a reasonable time period following receipt of the administrative law judge's recommendation, the College president shall make a decision. The president's decision shall be final.

Part 8. Summary Suspension

In some cases, a complaint may allege threats of harm or serious harm to individuals. If, in the judgment of the judicial affairs officer or designee, the accused student's presence on campus would constitute a serious threat to the safety and well-being of others, the judicial affairs officer or designee may impose a summary suspension. To the greatest extent possible before implementing the summary suspension, the accused student shall be given oral or written notice of the intent to impose summary suspension and shall be given an opportunity to present oral or written arguments against the imposition of the suspension. However, the refusal of a student to accept or acknowledge this notice shall not prevent the implementation of a summary suspension.

Notice of a summary suspension shall be provided to the accused student in writing. During the summary suspension, the student may not enter the campus without obtaining prior authorization from the judicial affairs officer or designee. A student who has been summarily suspended will be given the opportunity for an informal meeting or formal hearing within the shortest reasonable time period, not to exceed nine (9) school or business days.

None of the provisions in this policy affect the rights of persons in authority to take immediate and temporary action necessary to protect others and to uphold established policies, regulations and laws.

Part 9. Appeal Guidelines

The following guidelines should be used as grounds for an appeal: New evidence not reasonably available at the time of the hearing violation or hearing procedures, violation of student's due process rights, inconsistency of sanction relative to violation, and decisions contrary to weight of the evidence.

Part 10. Implementation

A sanction shall not become effective during the time in which a student seeks an appeal meeting or formal hearing, unless, in the discretion of the judicial affairs officer or designee, it is necessary to implement an immediate sanction for the safety and welfare of the College community.

Part 11. Definitions

For purposes of 4.04 Student Code of Conduct and 4.04.01 Student Code of Conduct Procedures the following definitions apply:

- **Expulsion**. Permanent denial of the privilege of enrollment at the College.
- **Hazing**. An act which endangers the mental or physical health or safety of a person, subjects a person to public humiliation or ridicule, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a student group, organization, or athletic team.

- **Preponderance of Evidence**. A standard of responsibility that it is more likely than not that the code has been violated.
- **Student**. The term "student" includes all persons who:
  1) Are enrolled in one or more courses, either credit or non-credit, through the College.
  2) Withdraw, transfer or graduate, after an alleged violation of the student conduct code.
  3) Are not officially enrolled for a particular term but who have a continuing relationship with the college.
  4) Have been notified of their acceptance for admission or have initiated the process of application.
- **Summary suspension**. A suspension imposed without an informal meeting or formal hearing to ensure the safety and well-being of members of the college or university community.
- **Suspension**. Denial of the privilege of enrollment for a specified period of time after which the student is eligible to return. Conditions for re-enrollment may be specified.

4.05 Course Enrollment

Part 1. Statement
Course enrollment is established each term when students register. Enrollment assistance takes place in the Student Services Suite, T.2200. Students may enroll in a course via the web or in the Student Services Center.

Part 2. Enrollment Options
A student will not be allowed to take more than 19 semester credits per term without obtaining permission from the Registrar. Permission to exceed this limit will be granted if the student has compiled a 2.75 GPA at the College and accumulated 20 or more credits; or if a student transfers in a 3.0 GPA with an accumulation of 20 credits, or if there is other documentation or circumstances that justify an exception.

Part 3. Prerequisites
A prerequisite is a course that must be satisfactorily completed before a student may enroll in another course or program. A prerequisite can pertain to another class, instructor permission, an assessment test, or another possibility.

A student must satisfactorily complete any prerequisites listed for a course prior to enrolling in the course. Generally, prerequisites listed for a course prior to enrolling in the course. Generally, prerequisites are listed for a course in the term schedule and in the College catalog.

The College reserves the right to remove a student who does not meet prerequisites from a class or program and to cancel the student's enrollment for the class or program, without a refund.

4.05.01 Procedures for Changing Enrollment

Part 1. Adding Classes
The registration period lasts through the first five days of each term, and occasionally a sixth day, Saturday, is added. Students must pay the same day when adding classes unless they have been deferred previously.

Subpart A. Adding Classes by Course Override
Students wishing to enroll in a closed course (full enrollment) must obtain the faculty member's written permission with signature to allow an admit to the closed course. Students must present form to the Student Services Center during regularly scheduled hours.

Subpart B. Late Registration/Enrollment
The "Late Registration" form is located in the Student Services Suite, T.2200. Students must obtain each faculty member's signature approval for each added class and submit the form to the Academic Affairs Office, T.2470. The dean will review, approve or deny, within three business days. The form is then forwarded to the Registrar's Office. If the form is approved the student must come in person to complete the enrollment and tuition must be paid at that same time.

Part 2. Dropping Classes
Students may drop courses during the first five days of each term, and on the sixth day, Saturday, if this day is scheduled. Dropped classes will NOT appear on the student's records, no financial penalty is assessed at this time, and tuition is not changed or is credited to the student's account.

Part 3. Withdrawing From Classes
After the fifth day of the term, students who no longer wish to be enrolled in a course may withdraw. A "W" will appear as a course "grade" on the student transcripts and records. Students are obligated to pay tuition for courses from which they withdraw Other consequences (such as academic progress penalties) may also apply. Students must make satisfactory academic progress to continue enrollment at the College. (See Satisfactory Academic Progress Policy 4.13) Students totally withdrawing (or "stopping out") from courses in technical programs should see a counselor before withdrawing.

4.06 Drug- and Alcohol-Free Campus and Worksite Policy

Part 1. Scope of Policy
The Minneapolis Community and Technical College Drug- and Alcohol-Free Campus Policy is for students and employees of the College and includes all campus locations.

Part 2. Purpose
Minneapolis Community and Technical College (MCTC), along with all Minnesota State Colleges and Universities (MnSCU), is committed to ensuring an educational and employment environment where students and employees can work, learn and develop to their full potential. Because the use and abuse of alcohol and controlled substances negatively impacts the ability of students and employees to work, learn and develop to their full potential, and to comply with federal and state laws, MCTC has adopted and will implement the following drug- and alcohol-free campus policy.

Part 3. Drugs, Alcohol Prohibited
The unlawful manufacture, growing, possession, use, dispensation, sale or distribution of controlled substances and the manufacture, use, sale, distribution or possession of alcoholic beverages by MCTC students and MCTC employees is strictly prohibited: 1) on MCTC property; 2) while participating in a student activity, activities sponsored by officially recognized student organizations, or an event or activity sponsored or sanctioned by MCTC or MnSCU, including off-site activities; and 3) while performing work, including overtime work and rest breaks.

Subpart A. Exceptions
The use of alcoholic beverages may be permitted only:

1) For MCTC or MnSCU educational/awareness programs; or

2) For a specific event or circumstance authorized by MnSCU or MCTC.

However, in no case may students or employees violate Liquor Laws.

Subpart B. Employees
No MCTC employee may:

1) Report to work under the influence of alcohol, controlled substances or other drugs which affect her/his alertness, coordination, reaction, response, judgment, decision-making or safety; or

2) Operate, use or drive any MCTC or MnSCU equipment, machinery or vehicle while under the influence of alcohol, controlled substances or mind-altering drugs.

An employee who is under the influence of alcohol, controlled substances or other mind-altering drugs, or who is taking medically authorized drugs or other substances which may affect job performance, has an affirmative duty to immediately notify the appropriate supervisor that the employee's mental or physical condition precludes her/his ability to operate, use or drive MCTC or MnSCU equipment.

Employees are discouraged from consuming alcoholic beverages off-site during lunch or dinner meals when returning to perform work on behalf of MCTC. In any situation subsequent to the intake of alcohol, an employee whose behavior or condition adversely affects her/his performance is subject to discipline.

Since engaging in off-duty sale, purchase, transfer, use or possession of controlled substances may have a negative effect on an employee's ability to perform his/her work, an MCTC employee involved in such circumstances is subject to discipline.

Employees working on federal grants or contracts who are convicted of a criminal drug statute violation occurring in the workplace are required to notify MCTC or MnSCU within five (5) working days of such a conviction.

Part 4. Penalties for Policy Violations
MCTC employees and students who violate this policy are subject to MCTC and MnSCU sanctions and may be subject to legal sanctions under local, state or federal law.

MCTC students will be disciplined according to the Student Code of Conduct. Disciplinary sanctions include, but are not limited to, warning, confiscation, restitution, dismissal, suspension, expulsion and referral for prosecution.

MCTC employees covered by a Collective Bargaining Agreement will be disciplined according to the process delineated in the appropriate agreement. Other employees will be disciplined according to the Excluded Administrators Plan or the Commissioner's Plan. Discipline may include, but is not limited to, oral and written reprimand, suspension, termination, and referral for prosecution.

Part 5. Information
Minneapolis Community and Technical College provides voluntary educational programs designed to inform students and staff about the health risks associated with drug and alcohol use, community resources available to provide assistance to individuals dealing with drug and/or alcohol abuse issues, the legal ramifications associated with illegal use of drugs and/or alcohol, and penalties for policy violations under Minnesota Law.

4.07 Emergency Student Contact

Part 1. Purpose
The purpose of this policy is to provide guidance for staff regarding contacting students for family emergencies.

Part 2. Definitions
Family emergency is defined as an extreme crisis such as a death in the family, and injury requiring hospitalization, or an emergency contact from child care facilities, etc.

Part 3. Policy
Minneapolis Community and Technical College will attempt to notify an enrolled student in the event of a family emergency. On campus requests and telephone calls should be referred to the counseling/advising receptionist T2250 or 612-659-6700 during regular Counseling and Advising hours. After hours and weekend contacts may be directed to Campus Public Safety at 612-659-6910. The name of the person requesting the notification, the telephone number, relationship to the student, and the nature of the emergency must be provided. An attempt will be made by the College to deliver a message to the student. Due to scheduling issues and student attendance, the College cannot guarantee that the student will be notified of the emergency.

In accordance with data privacy, the location of the student and/or the student's class schedule will not be provided to the requesting person. The requesting person can be notified that the message was not delivered, but they may not be provided any information about the student's class attendance.

4.08 Financial Aid

Part 1. Provisions
Minneapolis Community and Technical College provides financial aid counseling to prospective and enrolled students. Financial Aid provides assistance to eligible students whose personal and family resources are insufficient to meet the minimum expense of attending Minneapolis Community and Technical College. Financial Aid is available in the form of grants (funding that does not have to be repaid), work-study (programs that enable students to work, generally on-campus), and student loans (funding that has to be repaid.)

Part 2. Satisfactory Academic Progress
Please refer to MCTC's policy 4.13

Part 3. Ability to Benefit
Students who have not completed a high school diploma or GED must achieve acceptable scores on the Assessment for College Readiness Test. Acceptable scores are determined annually and are based on national norms.

Part 4. Return Policies

- **Federal Refund Policy (Title IV Funds 34 CFR 668.22):**

  The Return of Title IV Funds Policy applies to any student who receives Title IV funding and withdraws. The withdrawal process is defined as occurring when a student notifies the school, in written or oral form, of his or her intent to withdraw. Whether or not notification is given or whether or not the student begins the withdrawal process, the school will determine the date of withdrawal as the date the student ceased attendance. The Return of Title IV formula determines the amount of Title IV funds a student has earned at the time the student ceases attendance and the amount of Title IV funds a student must return.

  The amount of Title IV funds earned by a student is based on the amount of time spent in attendance by the student for that term. The amount of Title IV funds a student earns is a proportional calculation based on the amount of time the student attends school through 60 percent of the term. If a student ceases to attend school after 60 percent of the term, the student earns 100 percent of the Title IV funds. If an unofficial withdrawal is determined (all failing and/or non credit grades), the 50 percent date of the term is used as the last date of attendance to calculate refunds.

  If the amount of Title IV grant or loan funds disbursed is greater than the amount a student earned, unearned funds must be returned. If the amount the student was disbursed is less than the amount the student earned, the student is eligible to receive a post-withdrawal disbursement in the amount of the earned aid not received but otherwise eligible.

  If it is determined that unearned Title IV funds must be returned, the responsibility is allocated between the school and the student. The responsibility as to who will return the unearned Title IV funds is determined according to the portion of the Title IV aid that could have been directly disbursed to the student once institutional charges were covered.

- **Title IV Funds Distribution Policy:**

  Return of Title IV funds will be distributed as follows:

  1) Unsubsidized Federal Stafford Loans
  2) Subsidized Federal Stafford Loans
  3) Federal PLUS Loans
  4) Federal Pell Grant
  5) Federal SEOG
  6) Other Title IV grant or loan assistance
  7) Non-Federal Refund Policy:

  Refunds for state aid programs and non-state aid programs are calculated on a proportional basis using the state mandated or institutional refund policy. To calculate the minimum refund due to the Minnesota State Grant Program, the SELF Loan Program, and other Aid Programs (with the exception of the State Work Study Program), the MHESO Refund Calculation Worksheet is used.

4.09 Students Rights and Responsibilities — Freedom of Expression

Minneapolis Community and Technical College recognizes and supports the rights of Constitutionally protected speech and expression. This policy informs students and the public of the manner in which they may engage in constitutionally protected speech and expression at the College. It is intended to ensure the primary educational purpose of the College, which includes promoting debate and the sharing of information.

The College maintains its right to establish reasonable time, place, and manner restrictions concerning acts of speech and expression in order to preserve the educational and business functions of the College. Acts that interfere with the educational purpose or business functions of the College are prohibited.

Part 1. Students' Rights to Free Expression
Subpart a. Areas
In accordance with MnSCU policy 3.1 Students Rights and Responsibilities, Minneapolis Community and Technical College endorses students' right to assemble, to select speakers, and to discuss issues of their choice. For this purpose, the College has designated the following areas for students to engage in free speech and expression:

- The outdoor plaza adjacent to Loring Park;
- The College Center in the Helland Center;
- The T Building area near the skyway to the K Building; and
- Other areas of the College may be used with advanced permission.

Subpart b. Notice
Students or student organizations who want to use the designated areas are required to file a permit with the Director of Student Life. Permits will not be denied based on the content or subject matter of the expression. Students and student organizations may not engage in activities that substantially disrupt the work of the institution or interfere with the opportunity of other students to obtain an education or otherwise infringe upon the rights of others. The College retains its right to implement time, place and manner restrictions on the expression including controlling sound volume of the activity.

Part 2. Members of the Public
Subpart a. Area
The College has designated a 10-foot by 10-foot area on the lower level of the plaza adjacent to Loring Park for the purpose of allowing members of the public to engage in free speech and expression on the College campus. Members of the public are prohibited from engaging in expression or distribution of materials outside of this designated area.

Subpart b. Registration
Members of the public who want to utilize the designated public speech area must register with the College's Department of Public Safety three (3) days prior to using the designated area. Individuals or organizations will not be denied use of the space based upon the content or subject matter of the expression. Members of the public may not engage in activities that substantially disrupt the work of the institution or interfere with the opportunity of students to obtain an education or otherwise infringe upon the rights of others. The College retains its right to regulate time, place and manner of public expression in the designated area including regulating sound volume and maximum length of activity.

Subpart C. Exclusions
The public speech area may not be used for commercial ventures or business activities.

4.10 Student Complaints and Grievance Policy

Part 1. Philosophy
All students at MCTC have the right to due process for resolution of complaints and grievances against the College related to the interpretation of a specific rule or regulation or the application of the rule or regulation.

Part 2. Definition of Student Complaint
A complaint is initially an oral claim by a student alleging improper, unfair, arbitrary or discriminatory treatment. The College may ask the student to submit the complaint and its details in writing for purposes of follow-up and required College recordkeeping.

Part 3. Definition of Student Grievance
A grievance is a written claim raised by a student, alleging improper, unfair, arbitrary, or discriminatory action by an employee involving the application of a specific provision of a College rule/regulation or a board policy or procedure such as:

1) The interpretation of the specific provision of a rule or regulation, OR
2) The application of a rule or regulation in other than a uniform manner, OR
3) The application of a rule or regulation other than in accordance with the provisions of the rule.

NOTE: In all instances that follow, the term days does NOT include Saturdays, Sundays, holidays, or breaks in the academic year.

4.10.01 Student Complaint and Grievance Procedures

Part 1. Procedure for Filing Complaint
Any student or group of students may present or discuss a complaint with the staff member(s) whose actions give rise to the complaint, or with the person to whom the staff member(s) report(s). The student may have a representative in attendance for any such discussion. The College staff member to whom the complaint is submitted will seek information from all parties involved in the complaint, including any College staff member or office cited in the complaint. In an effort to resolve the complaint, a meeting of all parties may be scheduled. Unless the complaint falls within the definition of discrimination, sexual harassment, or unless a formal grievance is initiated, a complaint may not be carried any further than this level. A complaint that falls within the definition of discrimination or sexual harassment is handled under the College Discrimination/ Harassment Procedure.

Part 2. Student Grievance Procedure
- **Step 1**

  If a complaint that falls within the definition of a grievance is not satisfactorily resolved in the informal/complaint discussion and if five (5) days have elapsed since the complaint was presented, the student(s) may then file a written grievance on the official grievance form supplied by the administration.

  Such written grievance shall be submitted to the College employee whose action gives rise to the grievance.

  No grievance shall be considered or processed unless it is submitted within twenty (20) days after the first occurrence of the event giving rise to the grievance, or within twenty (20) days after the student, through the use of reasonable diligence, should have obtained knowledge of the first occurrence of the event giving rise to the grievance.

  The written grievance shall set forth the nature of the grievance, the facts on which it is based, with the alleged violation, and the relief requested. The College employee shall discuss the grievance within five (5) days with the student(s) at a time mutually agreeable to both parties.

  If at this meeting a settlement is reached it shall be reduced to writing and signed by the College employee and the student(s).

  If no agreement is reached, the College employee shall give written answer to the student(s) within five (5) days. In either case a copy shall be given to the College president.

- **Step 2**

  If no agreement is reached in Step 1, the student(s) may within five (5) days from the receipt of a written answer present the grievance, in writing, to the supervisor to whom the employee in Step 1 reports. The supervisor shall discuss the grievance within five (5) days with the student(s), at a time mutually agreeable to both parties.

  If at this meeting a settlement is reached it shall be reduced to writing and signed by the supervisor and the student(s).

  If no agreement is reached the dean/supervisor shall give written answer to the student(s) within five (5) days. In either case a copy shall be given to the College president.

- **Step 3**

  If no agreement is reached in Step 2, the students(s) may within five (5) days from receipt of written answer present the grievance, in writing, to the College president or designee. The president or designee shall discuss the grievance within five (5) days with the student(s) at a time mutually agreeable to both parties.

  If at this meeting a settlement is reached it shall be reduced to writing and signed by the president or designee and the student(s).

  If no agreement is reached the president or designee shall give written answer to the student(s) within five (5) days. In either case the president shall send a copy to the chancellor.

  If the grievance involves a college or university rule or regulation, the decision of the president or designee is final and binding.

  If the grievance involves a board policy or the action of a College president, a student may further appeal the College decision through the chancellor to the board. The decision of the board is final and binding.

- **Step 4**

  If no agreement is reached in Step 3, the student(s) may within five (5) days from receipt of written answer, present the grievance, in writing, to the chancellor.

Part 3. Time Limits
If a grievance is not presented within the established time limits, the grievance shall be considered as "waived."

If a grievance is not appealed to the next step within the established time limits, it shall be considered as settled on the basis of the last answer.

If, after presentation at any step, a College staff member does not discuss the grievance with the student(s) within the established time limits, the student(s) may treat the grievance as denied at that step, and may appeal the grievance to the next step.

If, after discussion, a College staff member does not answer a grievance within the established time limits, the student(s) may treat the grievance as denied at that step, and may appeal the grievance to the next step.

The time limits for any step may be extended by mutual agreement of the student(s) and the appropriate College personnel.

Part 4. Petitions
Students seeking an exception to any admission, registration or student services regulation or procedure may submit a written petition to the registrar or the vice president of student affairs/designee for consideration.

Exceptions to instructional regulations are made with an academic petition to the vice president of academic affairs or designee.

4.11 Student Records Policy

Part 1. Confidentiality of Student Records
The Federal Family Education Rights and Privacy Act (FERPA) of 1974, and the Minnesota State Legislative Chapter 479 and 401 provide for specific regulations regarding the collection, security, dissemination and confidential status of data in student records. Besides classroom academic papers, students enrolled in the College are required by various offices such as Admissions and Records, Activities, Business, Counseling and Advising, and Financial Aid to supply information necessary for services to be rendered to the student. The College gives assurance that student information will be safeguarded against improper disclosure as indicated in this policy. Students who refuse to supply official College-requested information will not receive the services rendered by that office.

Part 2. Public vs. Private Student Information
Subpart A. Public Information
At MCTC the following information is Public Information (directory information). This data is accessible to any member of the public for any review:

- Name of Student
- Date of Attendance
- Graduation, Certification
- Field of Study

MCTC does not publish a student directory. No directory or other list of students will be released to individuals or commercial agencies. (Please note exception: Students attending the spring graduation ceremony may have their addresses released to the graduation photographer so that pictures may be mailed to participants.)

A student may make a written request not to release public information without his/her written permission (i.e., request confidentiality); this request should be submitted to the Records Office in T.2200. Currently enrolled students should notify the Records Office by the fifth day of the term.

Subpart B. Private Information
Private information may be released by the College to students requesting information about themselves, to appropriate College personnel or to Minnesota State Colleges and Universities (MnSCU) personnel who have a legitimate educational interest, to the Higher Education Services Office, to the National Student Loan Clearinghouse for enrollment verification, or if necessary to protect the health and safety of the student or other persons. Other exceptions authorized by law, which permit the release of private information

without consent include: to other schools in which you seek or intend to enroll; to the federal comptroller general or other federal, state or local educational officials for purposes of program compliance, audit, or evaluation; as appropriate, in connection with your application for, or receipt of, financial aid; to a court, grand jury or state or federal agency, if the information is sought with an appropriate subpoena or court order; to an institution engaged in research for an educational institution or agency related to testing, student aid, or improved instruction; an accrediting organization in connection with its accrediting functions; if required by a subpoena or a court order, or when permitted by other state or federal laws.

Private information includes:

- Address and phone number of the student
- Academic information including transcripts, grades, assessment and test results
- Recommendation information
- Evaluations
- Profile information which identifies individuals
- Student financial records and other financial information
- Background information including behavior, performance, traits, etc.
- Counselor records (except as they contain information stated as confidential or as public)
- Suspension or probation status
- Conduct reports

Subpart C. Exception to Private Information listed above
There is a federally mandated exception that authorizes the release of some otherwise private information to the United States military.

Under the Solomon Amendment to the National Defense Authorization Act (1996), MCTC must provide access to the following information on students to the United States military:

- Name
- Address
- Telephone listing
- Date and place of birth
- Level of education
- Academic major

The educational institution in which the student was most recently enrolled.

Part 3. Confidential Information
Confidential information is information available only to individuals or agencies authorized by law to gain access, such as investigation information, legal counsel data and some financial records and statements. This information may not be available to the subject of the data.

Part 4. Notification of rights under FERPA
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is 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, or support staff position (including law enforcement unit personnel and health staff); a person or company with which the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll. (NOTE: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.) MCTC discloses educational records to National Student Loan Clearing House, a national educational agency that serves as an agency of the College by providing verification of attendance for financial aid recipients and for other purposes.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Minneapolis Community and Technical College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Family Policy Compliance Office
   U.S. Department of Education
   600 Independence Ave. SW
   Washington, DC 20202-4605

Part 5. Student Records Procedure Summary
In general, the following points are used to implement the Student Records Policy:

1) No private information will be released to the public unless the student specifically requests in writing that such information be released.

2) A student may submit a written request not to release public information without his/her written permission (i.e. request confidentiality) to the Registrar's Office in T.2200. Currently enrolled students should notify the Registrar's Office by the fifth day of the term.

3) College employees can gain access only after following the procedures set forth in the policy.

4) All student information records may be subject to subpoena.

5) Information gathered on students will be used only to further students educational programs.

6) Requests for information by telephone, without secured identification, will not be honored.

7) Students must request academic transcripts in writing.

8) Students applying for graduation and/or attending the graduation ceremony should be aware that their addresses may be provided to the photography studio present at the graduation ceremony.

9) Students' addresses and social security numbers are accessed by the other colleges and universities and will be used for recruiting purposes only.

10) Students who do not wish to have their social security number released to set up an e-mail account should notify the Registrar's Office by the first day of the term.

4.12 Recruiting on Campus

Minneapolis Community and Technical College provides opportunities for colleges, universities, branches of the military and for employers to recruit on campus. The maximum number of recruiting visits per year is limited to three times per organization. The College will identify the location and the time available for recruiting.

Employers and branches of the military contact the Counseling and Advising Suite for arrangements.

Colleges and universities contact the College Center Office for arrangements.

4.13 Satisfactory Academic Progress

Part 1. Institutional Satisfactory Academic Progress Policies
MnSCU Colleges are publicly supported colleges. A student's tuition covers less than half of the cost of education. The Minnesota Legislature provides taxpayer's money to support the additional cost. MnSCU colleges provide a variety of programs and services to help students be successful. In addition, MnSCU Colleges must be accountable to the public by reporting students' successful (or unsuccessful) academic progress. In the event a student does not use the various academic support programs available or is unable to achieve satisfactory academic progress, MnSCU colleges cannot let the student continue to enroll and/or receive financial aid.

MnSCU colleges are required to publish Satisfactory Academic Progress Regulations. Colleges shall develop their own systems of notification and programs of probation, intervention and assistance for students experiencing academic difficulties. Colleges may also establish preregistration requirements, academic improvement plans, and/or College participation restrictions for students who are not achieving satisfactory academic progress. Students bear primary responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty. Students are encouraged to keep a file of their grades and transcripts.

Part 2. Qualitative Measure of Progress
Qualitative: All students are required to maintain a cumulative Grade Point Average (GPA) of 2.0.

Part 3. Quantitative Measure of Progress
Quantitative: All students are required to earn a cumulative completion rate of 67 percent and complete their program within a Maximum Time Frame no greater than 150% of the required program length.

Cumulative Registered Credits	Minimum Required GPA	Minimum Required Completion Rate
0–5	—	—
6 or above	2.00	67%

Maximum Time Frame: All students are expected to complete their degree/certificate within an acceptable period of time. Financial aid recipients may continue to receive aid through their cumulative registered credit that equals 150 percent of the required number of credits needed to complete their degree/certificate, including transfer credits from another college.

Part 4. Evaluation Period
All students with registered credits during a semester will be evaluated at the end of the semester.

Part 5. Failure to Meet Standards
- Any student found not meeting minimum required GPA or Credit Completion requirements will be placed on academic probation. While on academic probation, the student is allowed to register for classes and receive financial aid.

- There is no probationary term for the maximum timeframe requirement. A student who has reached the maximum timeframe for his/her degree or certificate will be suspended from financial aid.
- Students on academic probation are expected to seek support services during probationary periods for assistance attaining the minimum academic requirements.
- If at the end of the probationary period, a student who has been on academic probation has met the College's cumulative qualitative and quantitative standards, the student shall be removed from the probation status.
- If at the end of the probationary period, a student who has been on academic probation has not met the college's cumulative qualitative and quantitative standards, the College will suspend the student immediately upon completion of the evaluation unless:
- If at the end of the probationary period, a student who has been on academic probation has met the College's qualitative and quantitative standards for all courses in which she or he was enrolled during the period of probation but has not met the College's cumulative standards, the student shall remain on probation until such time as:

  1) the student has met the College's cumulative qualitative and quantitative standards, at which time the student shall be removed from the probation status, or

  2) the student fails to meet the College's qualitative and quantitative standards for the courses in which he or she was enrolled during the probation period, at which time the College shall suspend the student immediately upon completion of the evaluation, or

  3) the college determines that it is not possible for a student to raise her or his GPA or course completion rate to meet the College's standards before the student would reach the end of the program, at which time the College shall suspend the student immediately upon completion of the evaluation.

The College may immediately suspend a student in the event of extraordinary circumstances, such as, a student who was previously suspended and whose academic performance falls below acceptable levels during a subsequent term, a student who registers for but does not earn any credits for two consecutive terms, or a student who demonstrates an attendance pattern that abuses the receipt of financial aid, etc.

Part 6. Notification
A letter will be sent to all students placed on academic probation and/or suspension. The letter will explain the terms of the probation/suspension status as well as state the process by which a student may appeal for reinstatement.

Part 7. Appeals
A student who is unable to achieve satisfactory academic progress and is suspended from enrollment and/or financial aid has the right to appeal based on unusual or extenuating circumstances, including but not limited to death of a relative, illness, hospitalization, or injury of the student. Appeals will be reviewed by a committee consisting of representatives of Student Affairs. Appeal forms are available in Counseling and Student Affairs.

Appeals must:

- Be prepared in writing by the student prior to meeting with a counselor or advisor;
- Be reviewed and signed by a counselor or advisor;
- Be submitted in writing, by the established deadline;
- Include an explanation of the circumstances that affected academic progress; and
- Include supporting documentation beyond the written explanation.

Students receiving Veterans Assistance (VA) educational benefits should be aware that academic suspension will interrupt those benefits, regardless of an appeal. Students so affected should promptly contact the VA Representative on campus.

Part 8. Reinstatement
A student who has been suspended may enroll and reestablish eligibility for financial aid following suspension only by going through the appeal process outlined in Section 7 above and having his or her appeal approved. If a student's appeal is approved, the student remains on academic probation until cumulative minimum standards are met, as outlined in Section 5 above. Note that sitting out a period of time is not sufficient in and of itself to re-establish a student's eligibility.

Part 9. Additional Elements
- **Credits**—Units by which academic work is measured.
- **Registered Credits**—credits for which a student is officially enrolled at the end of the registration drop period each term.
- **Cumulative Credits**—Total number of credits evaluated (registered, earned, etc.) for all periods of enrollment at the College, including summer terms or terms for which the student did not receive financial aid.
- **Earned Credits**—Successfully completed credits counted towards the required percentage of completion; includes only A, B, C, D, and P (pass); does not include I (incomplete), W (withdraw), AU (audit), F, and NC (no credit) or Z (no grades).
- **Grade Point Average**—Calculated using a grade point value for grades of A, B, C, D, and F. (Although a P will count as a credit earned, it carries no grade point value.)
- **Incompletes**—An I is assigned only in exceptional circumstances and is a temporary grade. Incompletes count against the completion rate.
- **Academic Amnesty**—Is not available. All attempted credits are counted toward satisfactory academic progress.
- **Audited Courses**—Audited courses will not be funded by financial aid and are not included in any satisfactory academic progress measurements.

- **Consortium/Joint Program Credits**—Credits for which financial aid is received under a consortium agreement will be recorded in the Student Data System to be included in cumulative GPA, completion percentage, and maximum time frame calculation.
- **Developmental Credits**—Remedial coursework typically below 1000 level will be included in the qualitative and completion percentage measurement of satisfactory academic progress. Up to 30 developmental credits shall be excluded from maximum time frame calculation.
- **ESOL Coursework**—All ESOL coursework is included in the qualitative and quantitative portions of the satisfactory academic progress measurements. However, students may appeal to have the 150 percent limit extended.
- **Repeat Credits**—Repeats may be allowed in order to improve a grade. The higher grade will become the grade calculated for GPA. Liberal arts courses do not require permission to be repeated and may be repeated more than twice. Only the highest grade earned will be applied toward an award and in grade point average calculations. Both classes and grades will appear on the student's transcript. Tuition and fees will be charged each time. In order to change the computation of overall grade point average to reflect the repeated course or highest grade, students must notify the Registrars Office at the end of that semester after repeating the course. Repeated coursework is not updated automatically on the student's transcript. All attempted repeated credits will be counted toward the completion percentage. Upon completion of a GPA recalculation, only the highest repeated grade will be counted toward the cumulative GPA measurement.
- **Transfer Credits**—Grades associated with transfer credits are not included in the cumulative GPA calculation, and transfer credits accepted by the College are not counted as credits attempted for calculation of the cumulative completion percentage. Transfer credits accepted by the College do apply toward the maximum timeframe calculation.
- **Withdrawals**—Credits for which a grade of "W" is received are considered attempted credits but not successfully completed credits. A grade of "W" does not impact GPA but does negatively impact the cumulative completion percentage and counts toward the maximum time frame.

4.15 Student Life Budget Committee

Part 1. Definitions
Student Life Budget Committee: A standing committee of the College that is responsible for developing and submitting to President of the College a recommended annual Student Life Budget. The MCTC Student Life Budget Committee fulfills MnSCU Student Affairs Policy 2.8 Student Life, and operates under the fiscal program requirements of option C.

Part 2. Purpose
Annually, no later than May 1, this committee recommends to the President an annual budget for the expenditure of student life fees that have been allocated by the president for this purpose and the committee ensures that a diverse program of student life/activities programming, which supplements the regular curricular offerings, and which contributes to the educational, cultural, and physical well-being of students, is provided.

Part 3. Responsibility
This committee is responsible for ensuring a division of student life funding that provides for a comprehensive student life program and supports opportunities for student involvement in the following four component categories: 1) College Center programming, 2) Activities, 3) Academically related clubs and organizations, and 4) Programming for Diverse Needs. The committee is responsible for establishing a budget development timeline and involves the College's constituencies in determining and evaluating the Student Life Program. The committee may recommend to the president participation standards for initial or continuing funding of programs offered through Student Life.

By the deadline established by the vice president of finance and operations, each year, the Student Life Budget Committee shall develop a recommendation for the Student Life fee to be charged with the next fall term. Under board policy, the president's decision in respect to the level of the Student Life fee shall be final.

Part 4. Student Life Budget Committee Membership
The membership positions of the Student Life Budget Committee include:

- Eight (8) students;
- Six of whom may be from the MCTC Campus Student Association; and
- Two of whom are from the student body, appointed by the College President.

The vice-president of student affairs or designee will serve as a nonvoting member of the committee and will co-chair with a student member selected by the committee. The director of the College Center will serve as an ex-officio, nonvoting member.

No voting member may serve more than three consecutive years on the committee unless there are no other representatives from that constituency of the College community interested in serving on the Student Life Budget Committee.

As the responsible fiscal manager of the College, after consultation with the committee, the president may accept, reject or modify the recommended Student Life Budget that is developed by the committee.

Prior to establishing the Student Life Program funding for the year, a budget(s) will be established to support the Student Senate/Government.

The implementation of the Student Life Program is the responsibility of the vice president of student affairs or designee. Prior to the end of the fiscal year, the vice president or designee may re-allocate un-spent Student Life funds for other Student Life purposes and will report this to the Student Life Budget Committee.

4.16 Last Date of Attendance

Part 1. Authority
Federal Refund Policy (Title IV Funds 34 CFR 668.22).

Authorization. The Return of Title IV Funds Policy applies to any student who receives Title IV funding and withdraws. The withdrawal process is defined as occurring when a student notifies the school, in written or oral form, of his or her intent to withdraw. Whether or not notification is given or whether or not the student begins the withdrawal process, the school will determine the date of withdrawal as the date the student ceased attendance.

The amount of Title IV funds earned by a student is based on the amount of time spent in attendance by the student for that term.

Refer to MCTC Financial Aid Policy 4.08 for more information.

Part 2. Purpose
The purpose of the Last Date of Attendance Policy is to appropriately assess the financial liability for students, ensure good stewardship of financial aid funds and limit the financial liability for the college, and academic consequences for the student.

Part 3. Responsibility
Student—Students are expected to regularly attend classes in which they are enrolled and abide by MCTC Policy 4.05.01 Procedures for Changing Enrollment. Students who decide to stop attending courses should immediately drop/withdraw from their course(s). Students who fail to officially withdraw from a course (or courses) they are not attending, as defined by "Last Date of Attendance" (above), may be administratively withdrawn from those courses. The student will remain responsible for any financial liability, less applicable refunds they have incurred and for any academic consequences due to this administrative withdrawal.

College—A last date of attendance report made (after the drop date each term) by a faculty member will result in the automatic assignment of a "W" grade. An assigned grade of a "W" reported by faculty will prohibit a student from withdrawing from a course(s) at a later date.

The issuing of a faculty initiated last date of attendance will activate re-evaluation of a student's financial aid and may result in repayment as stated in the MCTC Financial Aid Policy 4.08.

Part 4. Process
Last Date of Attendance shall be determined for students meeting the following criteria:

1) A student who is on the class roster but fails to attend scheduled meetings of a class or log into and participate as directed in an online course during the first week of the course; or

2) A student who has missed all scheduled meetings of a class within a two week time frame or has not participated as stated in the syllabus without contacting the college course instructor; or

3) A student in an online course who has not participated as stated in the syllabus and/or accessed online class materials and/or the faculty member has not received any communication or assignments from the student within a period of fourteen calendar days; or

4) A student who has missed a minimum of one-eighth of a short term course (including summer term courses) without contacting the College course instructor.

5.08 Tuition and Fees

Part 1. Payment of Tuition and Fees
Tuition rates shall be established according to the amounts set annually by the Minnesota State Legislature for Minnesota residents and nonresidents.

Subpart A. Reciprocity
Any student who is a legal resident of Wisconsin, North Dakota or South Dakota may attend MCTC on the same basis as Minnesota residents and pay fees determined in reciprocity agreements.

Subpart B. Special Fees
Tuition costs shall include special fees as established by the College. Special fees may vary according to program.

Part 2. Tuition Deferment
Eligible veterans and financial aid recipients are eligible for deferment. Students who have been deferred will be held accountable for all tuition and fees due for that semester.

Part 3. Late Payment
The College will charge a late fee for tuition payments not made by the date published in the College course schedule. The fee is non-refundable. Checks offered in payment of tuition that are not honored by the bank shall constitute unpaid tuition and will be subject to the late fee.

5.09 Tuition Refunds and Waivers

Part 1. Refunds and Waivers
Subpart A. Schedule for Refunds for Dropped Classes/Withdrawals
Minneapolis Community and Technical College will refund tuition and fees for students who totally withdraw in accordance with the following schedule. This schedule does not apply to partial withdrawals. There are no refunds for partial withdrawals except as allowed in Subpart B.

Fall and spring terms and other terms at least 10 weeks in length:

• **Withdrawal Period**	**Refund %**
1st through 5th class day of term	100
6th through 10th class day of term	75
11th through 15th class day of term	50
16th through 20th class day of term	25
after 20th class day	0

• **Summer Sessions**	
1st through 5th class day	100
6th through 10th class day	50
after the 10th class day	0

Students enrolled in terms of less than 10 weeks are entitled to have the opportunity to attend the first class session without obligation. Students are obligated for any classes dropped one business day after the first class session.

If a fee for a dropped class is for the recovery of costs already incurred by the campus, such fees will not be refunded.

If a student is obligated for a dropped class, the College or university may apply the amount of the tuition and/or fees for the dropped class to the cost of an added class for the current term.

Subpart B. Other Refunds

The College may refund amounts due to the College for the following reasons:

- Death of student (family must provide verification);
- Medical reasons (students must provide signed documentation by a medical doctor as to why their condition prevented attendance);
- College error (students must fill out forms available in the student business office, signed by an associate dean, Dean or vice president); and
- Significant personal circumstances (circumstances must be documented and verifiable in a written format).

The college will not refund amounts due to the College for the required return of financial aid.

Students must petition the College for such a refund to be granted. Petitions must include appropriate documentation. Petitions must be received by July 1st. In all cases except College error, students will receive a "W" on their transcript.

Subpart C. Waivers

The college must waive amounts due to the college for the following reasons:

- Employee benefit provided by a bargaining agreement;
- Ward of the state;
- War orphans; or
- Student called to military duty for any branch of the U.S. military.

Part 2. Accountability/Reporting

The colleges will maintain records on waivers and refunds. Refunds due to College error shall be reported annually. The Legislative Auditor may audit these records.

5.16 Resident Tuition

Part 1. Purpose

The purpose of this policy is to establish guidelines for determining resident and nonresident rates of tuition at Minneapolis Community and Technical College.

Part 2. Determining Tuition Rates

a) Students who have lived in Minnesota for one calendar year prior to admission to the College, are a U.S. citizen, or are lawfully present in the U.S. shall be eligible to pay in-state tuition.

b) Nonresident students are defined as follows:

1) Students who have not resided in Minnesota for one calendar year prior to admission to the College.

2) Students not part of any of the recognized reciprocity agreement.

3) Students not lawfully present in the U.S.

Part 3. Exceptions

Individuals in the following categories shall qualify for in-state tuition rates regardless of whether they meet the eligibility requirements set forth in Part 2(a) above:

1) Students who are recognized as refugees by the Office of Refugee Resettlement of the U.S. Department of Health and Human Services;

2) Nonimmigrant visa holders who have resided in Minnesota for one calendar year immediately prior to applying to the college, and have completed the International Admission process; and/or

3) U.S. military personnel serving on active duty assignment in Minnesota, and their spouses and dependent children.

Part 4. Petition and Appeal

Students who do not meet the requirement for resident tuition as defined by Part 2(a) of this policy, and who have lived in Minnesota for one calendar year after admission to the college, are a U.S. citizen, or are lawfully present in the U.S. shall be eligible to pay in-state tuition. Petitions can be obtained at the Student Services Center, T.2200.

Non U.S. citizens who can supply documentation that demonstrates their lawful presence in the U.S. and who have resided in Minnesota for one calendar year immediately prior to applying to the College can petition for resident status.

Petitions must be received by the end of the second week of any term. Petitions received after the second week of the term will be considered for the following term.

The following guidelines should be used as grounds for an appeal: new evidence not reasonably available at the time of the petition. Students seeking an exception to the petition decision may submit a written appeal to the registrar.

6.05 Internet and E-mail Use

Part 1. Policy Statement
Access to the Internet and e-mail is a privilege. All faculty and staff of MCTC are responsible for using these resources in an effective, ethical and lawful manner pursuant to Minn. Stat. sec 43A.38, regarding electronic communications by state employees. Electronic communications facilities are for College-related activities only. The College will not tolerate any fraudulent, harassing or obscene messages/materials transmitted over the Internet or any other network.

Part 2. Inappropriate usage defined
Inappropriate use of Internet or e-mail includes but is not limited to the following:

1) illegal activities;
2) Wagering, betting, or selling chances;
3) Harassment;
4) Solicitation, except for agency-sanctioned activities;
5) Commercial activities for personal financial gain;
6) Promotion of political or religious positions or activities;
7) Other unethical activities that may be subject to discipline;
8) Sending or reading private electronic mail, bulletin board messages, or publications on the Web if not reasonably related to administrative or academic work;
9) Sending electronic messages or images to anyone who has requested they not be sent such transmissions;
10) Creating or forwarding chain letters electronically;
11) Changing, concealing, or forging the identity of the person who is sending e-mail; and/or
12) Using another person's account.

Part 3. Disclaimers
If an individual wishes to participate in a news group of a controversial nature, he or she should include a disclaimer within the text of the document that states the author is not speaking as a representative of Minneapolis Community and Technical College.

Part 4. Penalty for Infractions
The College takes all policy violations seriously. Employees will be subject to appropriate discipline under the collective bargaining agreement or compensation plan. In addition to sanctions under appropriate policies and contracts, anyone who violates these guidelines may be subject to any or all of the following sanctions, depending on the nature and the seriousness of the violation:

- Loss of Internet and/or email privileges;
- Civil proceedings; or
- Criminal prosecution.

MCTC will report all violations to the proper authorities including, but not limited to, campus, local and state police, the State Attorney General's Office, and/or federal law enforcement (FBI or Secret Service).

Minneapolis Community and Technical College has the right to suspend accounts and inspect files and data of any person suspected of misconduct pending the outcome of an investigation. Data and files may be turned over to the appropriate authorities.

7.01 Zero Tolerance for Violence

Part 1. Policy Statement
MCTC values an environment free from threats, intimidation and acts of violence. The College strictly prohibits and will not tolerate violence or intimidation of any type from any source. This includes intimidating or violent words or actions by employees, students or visitors.

Part 2. Definitions and Examples
"Violence is the unjust exercise of power, intimidation, harassment and/or the threatened or actual use of force which results in or has a high likelihood of causing fear, injury, suffering, or death." (Minnesota Violence Prevention Task Force, 1994) Behavior prohibited by this policy includes, but is not limited to name calling, obscene language and gestures, throwing objects, pushing, stalking, bullying, hazing, negative racial or sexual comments, acts of hate directed at another because of a personal characteristic, assaults, inappropriate touching, carrying weapons, ridiculing or showing disrespect for others, threats of violence, and all action intended to produce physical or emotional harm in another.

Part 3. Penalties for Violating Policy
MCTC employees and students who violate this policy are subject to sanctions from MCTC and Minnesota State Colleges and Universities, as well as legal sanctions under local, state and federal law.

Subpart A. Students
Students found to have violated this policy may be disciplined according to the Student Code of Conduct (See Catalog). Disciplinary sanctions include warning, confiscation, suspension, expulsion, and referral for prosecution.

Subpart B. Employees
Employees found to have violated this policy may be subject to discipline including oral and written reprimand, suspension, termination, and referral for prosecution.

Part 4. Reporting Criminal Behavior
Reporting criminal behavior to local law enforcement agencies such as the Minneapolis Police Department or the Hennepin County Sheriffs' Department should normally be done with the assistance of the MCTC Public Safety Department (phone 612-659-6910) to insure appropriate documentation, case numbering and follow-up.

8.03 Parking Areas and Enforcement

Background

Faculty, staff, students and visitors parking their vehicles on MCTC property are expected to obey parking signage and conform to all applicable regulations.

Vehicles parked contrary to regulations may be issued citations with penalties ranging from warnings to monetary fines. Vehicles in restricted areas may be towed without warning at the owner's expense. Parking in a payroll deduction (employees only) surface lot without pre-paying through payroll deduction is considered theft of state services. Employees on payroll deduction may only park one vehicle on campus at any given time using their payroll deduction options.

Part 1. Parking Areas
Main Campus

Subpart A. Parking Ramp
The parking ramp is the principal authorized parking facility for employees, students and visitors. Employees, students and visitors are required to display a vehicle parking permit Monday–Friday 6 a.m.–4:30 p.m. Visitors must report to the parking ramp office and obtain and display a Visitor's Parking Permit.

Subpart B. Surface Lots
- **Fine Arts Building:** There are five handicapped parking spaces near the Fine Arts Building loading dock. These spaces are for handicapped employees on payroll deduction or handicapped SeniorNet Volunteers.
- **Wells Center Incline:** Wells Center incline is strictly reserved for Senior Net Volunteers. This parking area is not intended for students, faculty or staff. Violators may be towed.
- **Contractor Lot:** The Contractor lot on the corner of Hennepin and Laurel Avenues is for approved contractors or vendors use only. Contractor parking is coordinated by making arrangements through the parking ramp office.
- **Kopp Hall Loading Dock:** K Building loading dock is restricted to faculty and staff who have current payroll deduction for their parking fees. Faculty and staff who park in the K Building loading dock must display a current MCTC parking permit at all times.
- **MEC Building (Lot E):** This surface lot and the front drive are restricted to Faculty and Staff who have current payroll deduction for their parking fees. Faculty and Staff that park in Lot E or the front drive must display a current MCTC parking permit at all times.
- **Restricted Parking Areas**

  Several areas on campus are designated/signed as restricted parking areas such as No Parking, Fire Lane or Handicapped Parking. Vehicles parked in restricted areas may be ticketed and towed without notification.

Off Campus Locations

- **Aviation Center:** This site has 127 authorized, striped parking spaces designated and available on a first-come, first-served basis as follows: 113 for students, 19 for staff, 3 for visitors, and 2 for handicapped. Local campus administration will monitor and inform the Director of Public Safety if it is necessary to enforce violations.
- **Transportation Center:** This site has 98 authorized, undesignated parking spaces available for students, faculty and staff in the fenced-in west asphalt lot. Faculty and staff on site will monitor and inform the Director of Public Safety if it is necessary to enforce violations.
- **Center for Criminal Justice and Law Enforcement (CCJLE):** The rental agreement for this site includes 85 spaces in areas clearly designated with brown signs which read "Minneapolis Community and Technical College Parking. These are the authorized parking spaces for students, faculty and staff. The property owners monitor parking in this area.

Part 2. Enforcement of Parking Policies
MCTC's Public Safety Department is responsible for enforcing parking rules and regulations. All employees, students and visitors are required to comply with College parking policies.

Nonpayment of Fines

Failure to pay parking fines is a violation of college policy. Vehicles on record with two or more unpaid parking fines and no remaining appeal options may be towed without warning at the owner's expense. Additionally, students may have a hold placed on academic records until payments are received.

Appeal of Citations

Only unpaid citations may be appealed. The appeal form is available at the Public Safety Office, R3100 or on the parking website. Appeals must be filed within five (5) working days of the date the citation was issued. The director of public safety and/or the vice president of finance and operations makes the decision on all appeals. All decisions are final.

Payment of fines must occur within five (5) business days, unless in the appeals process, of the issue date posted on the citation. All fines are to be paid in person or by mail to the MCTC Business Office, 1501 Hennepin Ave., Minneapolis, MN 55403. A copy of the citation must accompany payment.

Index

A

Academic Affairs Office 33, 324
Academic Calendar viii
Academic Credits 18, 324–325
Academic Records 330–331
Academic Progress Policy 335–337
Academic Property Rights 332
Accounting 42–43
Addiction Counseling 44
Adding Classes 14
Administrators and Board Members 302–303
Admissions Office 32
Admission Process:
Award-Seeking Applicants 2
  High School Applicants 2
  International Nonimmigrant Visa Holders 3
  Non-Award-Seeking 2
  Non-High School/GED Graduates 2
  Postsecondary High School Applicants 2
  Power of YOU 3
  Senior Citizen Applicants 4
  Transfer Students 2
Advising Services 34
Affirmative Action in Employment 321
Air Traffic Control 45–46
Aircraft Technician 47–49
American Indian Studies 50
Apparel Technologies 51
Appeal Procedure—Student Senate Decisions 333
Application Deadlines 2
Architectural Technology 52
Areas of Study iv
Articulation Agreement Information 40–41
Placement Testing for College Readiness 332–333
Associate in Applied Science Degree 23
Associate in Arts Degree 22
Associate in Fine Arts Degree 23
Associate in Science Degree 23
Attendance 16
Last Date of Attendance 347
Auditing a Class 15
Awards (MCTC) 22–24

B

Barbering 53
Biology 54
Biotechnology 55
Bookstore 33
Business Management 56–57
Business Office Administration 58–60
Business Services 32

C

Cabinetmaking 61–62
Campus Maps and Directions 300–301
Campus Safety and Security 36
Campus Student Association 333
Cancellation of a Class Session 19
Career Development Services 36
Carpentry 63
Catalog Requirements 26
Certificates 25, 325–327
Central Services Technician 64
Change of Address/Name 28
Changing Enrollment Procedures 338
Chemistry 65
Childcare Assistance 12
Child Development 66–68
Cinema: Cinema Production 69–70
Cinema: Cinema Studies 71
Cinema: Cinematography 72–73
Cinema: Directing and Producing 74–75
Cinema: Editing and Postproduction 76–77
Cinema: Screenwriting 78–80
Class Syllabus 19
Clinicals 18
Clubs and Activities 37
Code of Conduct (Student) 333
Code of Conduct Procedures 334–338
College Offices and Services 31–38
College Policies 315–350
Community Health Worker 81
Complaint and Grievance Policy/Procedures 341–342
Computer Forensics 82–83
Computer Science 84
Computer Services 33
Computer Software Development 85–89
Computer Support and Network Administration 90–94
Construction Electricity 95
Contacting Faculty 33
Continuing Education and Training 18–19
Counseling and Advising Office 32
Counseling Services 34
Course Cancellation 14
Course Descriptions 161–298
Course Enrollment 338
Course Fees 8
Course Options 18–19
Credit Load Limitations 14
Credits Earned at MCTC 26
Credit-Earning Options 26
Criminal Justice Studies 96
Culinary Arts 97–99

D

Deans' Honor List 28
Declaring Your Major 4
Deferment of Tuition 8
Degrees 325–327

Dental Assistant 100–101
Diplomas 23, 325–327
Directed Study 18
Directions and Maps 300–301
Directory: Faculty and Staff 303–314
Directory: Important Numbers vii
Disability Servicing Students 35, 321–323
Discrimination Complaints Policy 316–320
Dropping Classes 14
Drop for Nonpayment Policy 8
Drug-and Alcohol-Free Campus and Worksite Policy 338–339

E

Earning Academic Credits 324–325
Earning an Award 21–26
Education 102–103
Educational Opportunity Center 35
Educational Support Services 34–36
Electroneurodiagnostic Technology 104
Electronic Publishing and Web Design 105–108
Emergency Student Contact 28, 341
Employer-Sponsored Tuition Reimbursement 12
Evaluating Academic Performance 19

F

Faculty Directory 303–310
Fees—Tuition 8–9, 349
Filmmaking 109–110
Final Exams 19
Financial Aid Policy 340
Financial Aid 10–12
Financial Aid Office 32
Fine Arts 111

G

General Admission 2
General Education 24–26, 329
Getting Started 1–6
Global Studies* 112
Grade Reports and Transcripts 28
Grading System 19, 329–330
Graduation Requirements 26, 333
Grants 11
Graphic Design and Visual Communication 113–114
Grievance Policy/Procedures (Student) 341–342

H

Harassment Complaints Policy 316–320
Healthcare Core Curriculum 115
Heating, Ventilation, Air Conditioning and Refrigeration 116–117
High School Applicants 2–3
High School Upward Bound 35
Homeland Security Specialist 118–119
Housing 37
Human Services 120–121

I

Important Information vii
Important Phone Numbers vii
Incomplete Grades 19
Instructional Services 33
Insurance 37
Intent to Graduate 26
Intercollegiate Athletics 38
International Student Applications 3-4
International Student Services 34
Internet and E-mail Use Policy 351
Internships 18
Investigating Complaints of Discrimination and Harassment 316–320

J

Jewelry Gemology 122
Jewelry Manufacturing and Repair 123–125
Job Listings 36

L

Last Date of Attendance 347
Late Payment—Tuition and Fees 8
Law Enforcement 126–127
Learning Center 34
Legal Office Specialist 128
Library 33
Library Information Technology 129–130
Loans 11

M

Machine Tool Technologies 131–132
Maps and Directions 300–301
Mathematics 133–134
MCTC Awards 22–24
Media Production 135–136
Medical Office Assistant 137
Midwest Student Exchange Program 9
Minnesota General Education Transfer Curriculum Competencies 24–26, 328–329
Multicultural Student Services 34
Multiple Sections Prohibited 14
Music Ensembles 38

N

Name Change 28
New Student Orientation 5
Newspaper (Student) 38
Nondiscrimination Policy 317
Nursing 138–140
Nursing Assistant/Home Health Aide 141

O

Online AA 22
Online Courses 18
Orientation 6

P

Parking 36, 300–301
Parking Access Card 36
Parking Areas and Enforcement 350
Participation in Course Activities 331
Pass/Fail Enrollment 15
Paying for College 7–12
Payment Options—Tuition 8–9
Phi Theta Kappa (PTK) 38
Phlebotomy 142
Photography and Digital Imaging 143–144
Placement Testing 6–7, 332–333
Polysomnographic Technology 145
Postsecondary Education Option Program (PSEO) 2–3
Power of YOU 3, 32
Prerequisites 14
Programs and Credentials 39–160
Project SHINE 18

R

Readmission 4
Reciprocity Agreements 9
Records Policy 343–344
Recreation and Leisure Activities 38
Recreation Studies 146–147
Recruiting on Campus 346
Refund Policy—Tuition 11, 347–348
Registering for Classes 13–16
Registrar's Office 32
Registration Cancellation for Nonpayment 8
Registration Process 14–16
Religious Accommodations 323
Repeating a Course 15
Residency Requirements 29
Resident Tuition 348
Resource and Referral 32

S

Safety and Security 36
Satisfactory Academic Progress Policy 344–346
Scholarships and Other Sponsored Funding 12
  MCTC Foundation Scholarship Program 12
  Minnesota Indian Scholarship Program 12
  Tribal Indian Scholarship Program 12
  Tuition Assistance for Deaf Students 12
  Tuition Reimbursement Programs 12
  Veterans' Benefits 12
  Vocational Rehabilitation 12
Screenwriting—Cinema 78–80
Senior Citizen Applicants 4
Service Learning 20
Sexual Harassment and Violence Policy 323–324
Software (Computer) Development 148–151
Sound Arts 152–153
Staff Directory 311–314
Starting Point 35
Student Academic Records 330–331
Student Affairs Office 32
Student Ambassadors/Mentors 38
Student Association 335
Student Clubs 37
Student Code of Conduct Policy and Procedures . . . 333–338
Student Complaint Policy and Procedures 341–342
Student Grade Reports and Transcripts 28
Student ID Cards 32
Student Life 36
Student Life Budget Committee 348
Student Life Office 38
Student News 37
Student Newspaper 38
Student Organizations 37–38
Student Records 27–29
Student Records Policy 342–344
Student Rights and Responsibilities 340
Student Senate 38
  Decision Appeal Procedure 333
Student Services Center 32
Syllabus 19

T

Taking Classes 17–19
Talent Search 36
Testing Center 33
Theatre Arts 37, 154
Transcripts 28
Transferring of Credit to MCTC 5
Tuition—Scholarships 8–12, 349
  Resident Tuition 348
Tuition Deferment 8
Tuition Refunds and Waivers Policy 9, 347–348

V

Veterans' Benefits 12
Veterans' Services Office 34
Veterans' Upward Bound 36
Veterans' Welcome Center 34
Video and Digital Arts 155–156

W

Waiver/Deferment—Tuition 9
Welding and Metal Fabrication 157
Western Herbalism 158
Withdrawal from Classes 15
Women's Studies 159
Women's Upward Bound 36
Work Study 11

Z

Zero Tolerance for Violence 349

Notes:

Notes:

Notes:

Notes:

Notes:

Notes:

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