Anoka-Ramsey
COMMUNITY COLLEGE

Academic Catalog

2016-2017

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! In case of emergency call 911 immediately, then call the information desk at extension 1230 and advise them that 911 has been called and for what reason.

Academic Calendar 2016-2017

Fall Semester 2016
First Day of Fall semester and SATURDAY Classes .... Saturday, August 20
Holiday Observed: College Closed, no classes .... Saturday, September 3 to Monday, September 5
No Classes .... Thursday, October 20 to Sunday, October 23
Holiday Observed: College Closed, No classes .... Friday, November 11
Holiday Observed: College Closed, No classes .... Thursday, November 24 to Sunday, November 27
Last Day of Fall Semester .... Friday, December 16

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First Day of Spring Semester and SATURDAY classes .... Saturday, January 7
Holiday Observed: College Closed, No Classes .... Saturday, January 14 to Monday, January 16
Holiday Observed: College Closed, No Classes .... Saturday, February 18 to Monday, February 20
No Classes .... Tuesday, February 21
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Last Day of Spring Semester .... Friday, May 12
Commencement Ceremony .... Friday, May 12

Summer Semester 2017
First Day of Summer Session and SATURDAY classes .... Tuesday, May 30
Holiday Observed: College Closed, No Classes .... Tuesday, July 4
Last Day of Summer Session .... Friday, August 4

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Welcome to Anoka-Ramsey Community College & our Academic Catalog!

Thank you for choosing Anoka-Ramsey Community College. We are thrilled we will be able to see you achieve your goals. Anoka-Ramsey's faculty and staff are here to help you and are happy to do so.

Located on the scenic banks of the Mississippi River in Coon Rapids and 40 miles north along the Rum River in Cambridge, Anoka-Ramsey has served the citizens of both the Twin Cities' northwest metropolitan region and East Central Minnesota since 1965. Our programs bring you closer to career growth, earning potential and confidence! A college education is an investment in you with the potential to provide more career choices and the opportunity to pursue a passion.

The alignment between Anoka-Ramsey Community College and Anoka Technical College will provide opportunities for outreach and partnership. Look to our aligned college as an additional resource for your educational needs.

Discover what our college has to offer you! This catalog, as well as success coaches, advisors, faculty, staff and your fellow students are your resources for personal and educational growth.

Thank you for choosing Anoka-Ramsey Community College!

Sincerely,

Kent Hanson, Ph.D.
President, Anoka-Ramsey Community College & Anoka Technical College

Anoka-Ramsey Community College

Anoka-Ramsey Community College is a multi-campus institution and a member of the Minnesota State system. The Coon Rapids Campus is located on the banks of the Mississippi River twenty miles north of downtown Minneapolis. The Cambridge Campus is located on west Highway 95 on the Rum River.

Anoka-Ramsey opened in 1965 in a wing of Centennial High School in Circle Pines with an enrollment of 600 students. Anoka-Ramsey Community College has grown considerably. In 1967, the college moved to the current Coon Rapids Campus of approximately 103 acres. The Cambridge Campus opened in 1978 and has shown consistent growth in enrollment and facilities. During the 2014-15 academic year, 12,420 students completed credit classes at the college.

Mission & Philosophy Statement

Statement of Mission

Anoka-Ramsey Community College is an open-door, comprehensive institution of higher education committed to excellence in teaching and learning. Anoka-Ramsey Community College is committed to responding to the educational needs of its changing communities and to providing opportunities for enhancing knowledge, skills, and values in a supportive learning environment.

Statement of Purpose

The college will provide the following:

- Courses leading to these degrees: Associate in Arts, Associate in Fine Arts, Associate in Science, and Associate in Applied Science.
- College-level, lower-division courses that transfer to four-year colleges and universities.
- General education courses that enhance a student's social, cultural, multicultural, and intellectual knowledge and experiences.
- Occupational courses and programs that enable students to acquire and upgrade skills and knowledge leading to employment or re-employment.
- General education courses for joint programs and courses for cooperative programs offered by Anoka-Ramsey Community College and other higher education institutions.
- Developmental education that enhances the student's skills necessary for success in college coursework.
- Continuing education in the form of credit and non-credit courses and workshops for purposes of gaining employment, advancing professionals, upgrading skills, and addressing training and retraining needs.
- Comprehensive student development programs including professional, social, cultural, multicultural, and recreational activities.
- Student services that assist students with personal, educational, and career goals.
- Community services in the form of cultural forums and lifelong learning opportunities.

Guiding Principles for Curriculum & Assessment of Student Learning

Anoka-Ramsey Community College continually reviews and assesses its curriculum. Throughout this process, the college is committed to developing students' commitment to lifelong learning through clear thinking, effective communication, accepting diversity, and ethical decision making. As a result, the college will provide experiences that promote learning in the following areas:
- Clear Thinking: thinking through reasoning, creating, and reflecting.
- Effective Communication: integrating information with experience and expressing insights.
- Accepting Diversity: understanding and respecting individuals and local, regional, national, and global communities.
- Ethical Decision Making: maintaining responsibility for environmental, political, economic, social, and personal concerns.

General Education Philosophy

Anoka-Ramsey agrees with the Higher Learning Commission's definition of General Education, as follows:

"As understood by the Commission, general education is intended to impart common knowledge and intellectual concepts to students and to develop in them the skills and attitudes that an organization's faculty believe every educated person should possess. From an organization's general education, a student acquires a breadth of knowledge in the areas and proficiency in the skills that the organization identifies as hallmarks of being college educated. Moreover, effective general education helps students gain competence in the exercise of independent intellectual inquiry and also stimulates their examination and understanding of personal, social, and civic values."

Commission Statement on General Education
    Adopted February 21, 2003
    Handbook of Accreditation, Third Edition

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Minnesota State

Mission and Vision

The Minnesota State system of distinct and collaborative institutions offers higher education that meets the personal and career goals of a wide range of individual learners, enhances the quality of life for all Minnesotans and sustains vibrant economies throughout the state.

The Minnesota State system will enable the people of Minnesota to succeed by providing the most accessible, highest value education in the nation.

A Minnesota Manifesto

The following statement was signed by college presidents representing Minnesota higher education.

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

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

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

We are and will remain intolerant of intolerance!

Statement of Values

Anoka-Ramsey Community College is committed to lifelong learning and the development of informed citizens. To fulfill that commitment and serve the community and our students, Anoka-Ramsey's staff is committed to providing education and services based on the following values.

Anoka-Ramsey Community College:

- Values trust, fairness, honesty, and integrity in all interactions
- Promotes opportunities for lifelong intellectual, professional, and personal learning
- Provides an integrated collegiate learning experience stressing basic skill development, academic excellence, employable skill preparation, and intellectual rigor
- Embraces diversity within and beyond the college and responds to the needs of its local community, nation, and world
- Encourages creative thinking and intellectual curiosity
- Promotes continuous improvement through innovative ideas and technologies

Discrimination, Harassment & Violence

Discrimination and/or harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation or membership in a local human rights commission is prohibited.

If your right to freedom from such acts may have been violated, please notify one of the harassment officers listed below.

Jay Nelson 763-576-4054
Michael Opoku 763-433-1272

- Anoka-Ramsey Community College will not tolerate harassment, discrimination or violence toward its students, faculty or staff.
- Such acts are prohibited by college policies, state law and federal law.
- The college is committed to providing a safe campus community.

Accommodations for Disabilities

Linnea Janas 763-433-1903

Student Code of Conduct

Michael Opoku, Director of Student
Development & Engagement 763-433-1272

Sexual Violence

Victims of sexual violence should contact the Campus Security Administrator and/or the police immediately for assistance:
Michael Opoku 763-433-1272

Non-Life Threatening

Cambridge Police Dept. 763-689-9567
Coon Rapids Police Dept. 763-427-1212

All members of the college community work together to make Anoka-Ramsey Community College a safe place to learn and work.

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Accreditation

The Anoka-Ramsey Community College is accredited by the Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools. The associate degree RN nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN). The Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association (APTA) nationally accredits the Physical Therapist Assistant program.

Sister College in China

Anoka-Ramsey Community College and Zhaoqing University (ZU) in Zhaoqing, People's Republic of China, established a sister-college relationship in December 1994. The sister-college relationship with ZU provides a wonderful opportunity for Anoka-Ramsey and ZU students, faculty, and staff to develop new cultural perspectives through a lively exchange of U.S./Chinese customs, lifestyles, and traditions.

Anoka-Ramsey Community College: Cambridge Campus Foundation

The Cambridge Campus Foundation, founded in 1988, exists to promote an awareness and understanding of the college and to actively seek and accept gifts and grants for financial assistance to students and college projects at the Cambridge Campus of Anoka-Ramsey Community college.

Funding for these programs is provided by donations from community organizations, businesses, and individuals. It is the intent of the foundation to make education affordable and accessible in East Central Minnesota to all citizens who wish to receive postsecondary education and to enrich the educational program by supplementing funding.

Since its inception, the foundation has raised over $1,019,396 in public support. Last year, the foundation awarded 65 scholarships totaling more than $67,000 in scholarship disbursements!

Anoka-Ramsey Community College: Coon Rapids Campus Foundation

Incorporated in 1974 by a group of community leaders and reactivated in 1987, the Coon Rapids Campus Foundation is an independent, non-profit organization whose mission is to build friendships and funds to enrich students' lives.

Volunteer directors recognize the role, value, and potential of Anoka-Ramsey in meeting the diverse needs of its students and surrounding communities. They seek gifts from alumni, friends, community organizations, and businesses to provide the critical resources needed to create and maintain the quality and excellence of education essential in today's society. Private-sector support ensures an extensive scholarship program, enrichment opportunities for faculty, special capital acquisitions, and innovative curricular ideas.

Since 1987, the foundation has raised over $4,205,933 in financial support. This support has provided over 3049 scholarships ($2,306,840) to area residents. The foundation has provided over $811,843 in college support, and $127,400 has been awarded to faculty members for projects designed to enhance the classroom experience for the student.

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Admission

General Admission

Anoka-Ramsey Community College follows an open-door admission policy for Minnesota residents. A person who has graduated from an accredited high school or who has successfully completed a General Education Development Examination (GED) is eligible for college admission. A person with neither a high school diploma nor a GED may be admitted if he/she demonstrates potential for college success. A lack of English skills is not a barrier to admission except for F1 Visa students (please see International Student Admission). Persons intending to enroll at Anoka-Ramsey must submit the following to the Admissions Office of either campus:
- Completed online admission application
- High school or college transcripts or GED certificate

Students intending to earn a degree, a certificate or complete the Minnesota Transfer Curriculum (MnTC) from Anoka-Ramsey Community College must also request official transcripts to be sent to the Office of Records and Registration. Unofficial transcripts may be used to demonstrate prerequisite coursework.

All new students are required to complete the Accuplacer test.

Admission to the college does not automatically qualify a student for all courses and curricula of the college; some course offerings have special prerequisites and requirements.

Minnesota Resident Admission

Per Minnesota statute (M.S. 135A.031, subd. 2) and Minnesota State system Board Policy 2.2, MN resident status is determined at the time of application. Students who fall into one or more of the categories below should complete an application for Minnesota residency.

1. Students who resided in the state for at least one calendar year prior to applying for admission or dependent students whose parent or legal guardian resides in Minnesota at the time the student applies.
2. Minnesota residents who can demonstrate that they were temporarily absent from the state without establishing residency elsewhere.
3. Residents of other states or provinces who are attending a Minnesota institution under a tuition reciprocity agreement.
4. Students who have been in Minnesota as migrant farm workers over a period of at least two years immediately before admission or readmission to a Minnesota public college or students who are dependents of such migrant farm workers.
5. Persons who were employed full-time and were relocated to the state by the student's current employer, or moved to the state for employment purposes and, before moving and before applying for admission to a public post-secondary institution, accepted a job in the state, or students who are spouses or dependents of such persons.
6. Students who are recognized as refugees by the Office of Refugee Resettlement of the U.S. Department of Health and Human Services.
7. U.S. military personnel serving on active duty assignment in Minnesota, and their spouses and dependent children.
8. A student who graduated from a Minnesota high school, if the student was a resident of Minnesota during the student's period of attendance at the Minnesota high school and the student physically attends a Minnesota state college or university.

Reciprocity Agreements & Admission

Residents and non-resident students will pay the Minnesota resident tuition rate. Similarly, legal residents of Minnesota may attend a Wisconsin or North Dakota public institution and pay Minnesota resident tuition. Forms for the following year are available in April.

Reciprocity between South Dakota and Minnesota is negotiated each year. South Dakota residents pay tuition at the current institution rate plus an additional percentage, as determined by the South Dakota-Minnesota reciprocity agreement.

Minnesota residents who wish to transfer to public colleges in Wisconsin, North Dakota, or South Dakota should apply to:

Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108-5227
651-642-0567 or 1-800-657-3866
www.ohe.state.mn.us/

Non-Resident Admission Requirements

In addition to general admission requirements, residents of states other than Minnesota, Wisconsin, Iowa, North Dakota, and South Dakota require the applicant to meet one of the following requirements:

- Have a high school diploma or GED and, based on high school rank, place in the upper two-thirds of the graduating class.
- Have a high school diploma or GED and achieve a composite score on the ACT test or the SAT test, which results in placement at or above the 34th percentile on a national comparison.
- Have been out of high school for at least three years or graduated from high school three or more years ago and be able to prove ability to benefit from college attendance.
- Have completed at least ten college semester credits or fifteen college quarter credits with an overall GPA of at least 2.0.

International Student Admission

An international student is a non-U.S. citizen or non-U.S. immigrant who has been granted F-1 visa status from the U.S. Department of State through a U.S. Consulate based upon the I-20 document issued by a college in order to pursue full-time study. A person interested in enrolling as an international student is required to submit to the Office of Records and Registration:
- Completed International Student Admission Application
- Proof of academic achievement as documented by official high school or college transcripts (English or English translation)
- Proof of financial resources equivalent to one year's cost of attendance as documented by a notarized Affidavit of Support and notarized bank statements
- Proof of English proficiency based on one of the following tests:
  - TOEFL – minimum score of 500 (paper), 175 (computer) or 61 (internet)
  - MELAB – minimum score of 75
  - ELS – Academic level 109 completed
- Proof of visa status if currently residing in U.S. or copy of Form I-20 for F-1 visa holders

Post-Secondary Enrollment Option (PSEO) Admission

PSEO is a state program for high school sophomores, juniors and seniors, which offers the opportunity to enroll in and attend college-level courses and apply earned credits toward high school graduation requirements and a college degree. State funding covers the cost of tuition and required books for eligible courses.

Students are eligible if they meet the class rank requirements set by the legislature. Juniors must be in the top 1/3 and seniors must be in the top 1/2 of their class. Students that are home-schooled or attend an area learning center may submit commensurate test results from a national standardized, norm-referenced test such as the PSAT, PLAN, ITED, SAT or ACT. (70th percentile for juniors, 50th percentile for seniors)

Students interested in enrolling under the PSEO program need to:
- Complete the online PSEO Admission Application
- Complete and submit the MDE Notice of Student Registration form
- Submit documentation of qualifying class rank or test scores
- Submit a home or high school transcript

Sophomore students interested in enrolling under the PSEO Career and Technical program need to:
- Be a publc school student
- Complete the online PSEO Admission Application
- Submit high school transcript with passing score on the 8th grade MCA reading test (or commensurate test)
- Complete and submit the MDE Notice of Student Registration form

PSEO program funds cannot be used for developmental courses (all courses numbered below 1000), or for courses that have high activity or material fees. Refer to Policy 5G.2 Fees for a list of these courses. PSEO students enrolling in any of these courses must pay for the credits and associated fees.

Special High School Admission

Secondary students who are not enrolled at the college through the PSEO program may be admitted to enroll in courses outside of the PSEO program for any term, including summer session. Students are responsible for payment of tuition, fees and books. Interested students must complete the college's general admission requirements, submit secondary transcript, provide two letters of recommendation from an administrator and a counselor, have a signed consent letter from the applicant's parent if under the age of 18, and demonstrate college level scores in the Accuplacer Test (Reading 78 – 120 and Arithmetic 76 – 120)

Minnesota Resident Senior Citizen Admission

Minnesota resident senior citizens, 62 years of age or older, may enroll in credit courses on a space-available basis at a reduced fee of $20 per credit. Registration for Minnesota resident senior citizens at the reduced fee begins the first business day after the first class session. Minnesota resident senior citizens are not charged tuition when auditing a credit course or taking a non-credit course, but will be charged fees. The request to audit a course must be made at the time of registration for the course. Regular and special fees, books and materials, remain the responsibility of the student. Senior citizens wishing to guarantee their enrollment in a course may register earlier, but will be required to pay full tuition and fees.

Immunization

Minnesota Statute (M.S. 135A.14) requires all students born after 1956 and enrolled in a public or private post-secondary school in Minnesota to be immunized against diphtheria, tetanus, measles, mumps and rubella, allowing for certain specified exceptions. No proof of immunization is needed from students who are assumed to be up to date with their immunizations due to requirements imposed by their previous school enrollment, such as students who graduated from a Minnesota high school in 1997 or later. Immunization forms are available online. Students will not be able to complete registration a second time without this information.

Placement for Success

To ensure academic success, new students at the college are required to take the Accuplacer, a college Board Placement test. Accuplacer assesses skill levels in the areas of reading, English composition, and mathematics. Placement results are used to determine skill level and place students in appropriate courses. Accuplacer testing is offered on a regular basis throughout the year. It takes approximately two hours to complete the entire test. There is no fee for the first set of tests.

Placement tests are required for:
- New students registering for credit-based courses
- All PSEO students
- Returning students or transfer students who have not either: taken the Accuplacer placement test at another institution or successfully completed a college-level math and/or college-level English course with a grade of "C" or higher (Send an official copy of your valid placement scores and/or transcripts to the Records and Registration Office.)

Students are not required to take the placement test(s) if they have ACT sub-scores of at least 22 in math, at least 18 in English, or at least 21 in reading. Students whose sub-scores are lower in one of these areas must take the placement test in that area.

The placement test and/or ACT scores are considered valid if within three calendar years for reading and writing and two calendar years for mathematics.

Although the placement tests do not determine admission to Anoka-Ramsey Community College, they do determine entry into some courses. If students are placed into an ELL course, they are required to enroll in that course during their first semester at Anoka-Ramsey. Students who successfully complete ELL 0790 are required to take ELL 0850 the following semester unless otherwise determined through placement. Students who successfully complete ELL 0810 are required to take ELL 0870 the following semester unless otherwise determined through placement. If the Accuplacer reading score indicates placement into Reading 0910, students must enroll in that course during their first semester at Anoka- Ramsey. Reading 0990 must be completed during the next semester of attendance following successful completion (grade of C or better) of Reading 0910 unless otherwise determined through placement.

Students are also encouraged to register for the indicated courses immediately placed into courses numbered below 1000. Students are expected to complete all courses numbered below 1000 prior to the completion of 30 credits as determined by placement. Students placing below the lowest pre-college level courses offered may be referred to Adult Basic Education (ABE).

A student's course enrollment may be cancelled if the student does not take the placement test or if the student registers for a course at a level above the cut-off score of his or her placement test(s). Course refunds may not be issued for inappropriate registration. Students may retest once (per test section) within twelve (12) months of the first testing date regardless of where the test was administered for a fee.

Individuals will be given reasonable time and opportunity to review prior to testing. Review materials will be provided by the college and will cover material to be tested. Materials will include a sample test. For additional information about placement testing, including our hours of operation, retests, or requests for testing accommodations, please stop by or call the Testing Center (Cambridge Campus at 763-433-1980; Coon Rapids Campus at 763-433-1180).

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Registration

Course schedules for both Anoka-Ramsey Community College campuses are available online at http://www.anokaramsey.edu/academics/ before registration begins for each new term. Students are permitted to register only at times indicated.

Students are encouraged to register online. Online registration is limited to returning students who do not have holds on their records and new students who have completed orientation. A StarID and PIN are necessary for online registration. Students may also register in person at each campus.

Tuition and fees must be paid by the established payment deadlines unless deferred by financial aid. The college reserves the right to withhold registration privileges from students with unpaid college financial obligations.

Adding, Dropping or Withdrawing from a Class

Students without holds on their records may add, drop or withdraw online. A StarID and PIN are necessary for online transactions. Students may add, drop or withdraw online or in person if they need additional assistance.

Students may **add** a course through the fifth business day of the term or before the course starts, whichever is later.

Students are allowed to **drop** any course through the fifth business day of the term (courses starting after the first week of the term have an adjusted schedule). Students who drop a course through the fifth business day of the term receive a full refund of tuition and general fees. Dropped courses do not appear on a transcript and do not impact academic standing.

Students are allowed to **withdraw** from a course through approximately 80% of the term (courses that are shorter than the full term have an adjusted schedule). No refunds are authorized for partial withdrawals. Withdrawal courses appear on a transcript as a "W" and have a direct impact on academic standing.

Important: If a student stops attending class(es) but does not officially withdraw, the student will receive the grade (very likely an "F") that is earned in the course. It is the student's responsibility to officially withdraw from the course; the college does not assign a "W" grade for students who fail to officially withdraw.

NOTE: The college reserves the right to drop students for non-payment of tuition; however, students should not rely on the drop for non-payment process as a way to cancel course registration. Students are responsible for dropping courses if they register and later change their plans for attendance.

Evaluation of Transfer Credits

General Transfer Guidelines: Anoka-Ramsey Community College will consider for transfer college-level coursework completed at a degree-granting institution or by a comparable international college or university.

Course-for-course equivalencies will be made toward the general education distribution requirements. Minnesota Transfer Curriculum (MnTC) goal areas completed at a transferring institution will be accepted as completing the same goal areas at Anoka-Ramsey. Other credits accepted in transfer will be indicated as electives.

GPA and Grades: All college courses in which a student has received a grade of A, B, C, D or P will be considered for transfer evaluation. Transfer credit grades will not be used in computing the student's GPA at Anoka-Ramsey; however, beginning Spring 2007, consortium credits taken at other institutions will be included in the GPA calculation for students receiving financial aid. Only earned credits (not grade point credits or grade points) will be recorded on the official Anoka-Ramsey transcript.

Comparability: Courses approved for transfer must be comparable in nature, content, and level and match at least 75% of the content and goals of the course for which the student is seeking equivalent credit. Students should retain all course syllabi with their personal college records for future reference.

Time Limit: General education, general studies, and elective credits shall have no transfer time limit. The timelines of credits applied to career programs will be considered when evaluating transfer credits.

Equivalency/Conversion: The number of transfer credits granted per course shall not exceed the number granted by the originating institution. The conversion of quarter hours to semester hours is .66 semester hours for each quarter hour.

Repeated Transfer Courses: When a student transfers in courses and later successfully repeats a comparable course at Anoka-Ramsey, only credit from Anoka-Ramsey will be granted.

Military Credits: Credits achieved through military training will be considered for transfer. Students must submit a military transcript for evaluation.

Students must also submit a transcript from all colleges they have attended. Students who have questions about their transfer credits or wish to appeal the transfer evaluation may contact the Office of Records and Registration or an advisor at either campus.

Additional Minnesota State Technical College Credits

Anoka-Ramsey Community College shall accept in transfer, for full credit, college-equivalent general education courses offered by technical colleges with regional accreditation (or candidacy) to provide transfer-level general education courses leading to certificates, an Associate in Arts degree, Associate in Fine Arts degree, Associate in Science degree, or an Associate in Applied Science degree.

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Anoka-Ramsey Community College shall accept for transfer, as electives, a maximum of 16 semester credits of college-level vocational or technical courses offered by technical colleges with regional accreditation.

Articulated Credit Program

College credit is awarded to Anoka-Ramsey Community College students who have successfully completed work in designated courses through the Articulated College Credits (ACC) Consortium. Courses taken in the secondary school may substitute for specific college courses or as elective credits in some programs at Anoka-Ramsey. To receive credit for Articulated Credit courses, students must:

- Submit a college application and register for courses at the college.
- Present the original college articulated credit program certificate to the Office of Records and Registration within the time limit specified on the certificate.

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Grading System

Anoka-Ramsey Community College uses the following grading system:

A   **Superior achievement** – 4 grade points per credit

B   **Above average achievement** – 3 grade points per credit

C   **Average achievement** – 2 grade points per credit

D   **Below average achievement** – 1 grade point per credit

F   **Inadequate achievement** – 0 grade points per credit (to be assigned to courses numbered 1000-level or above)

NC   **No credit** (may only be assigned to courses numbered below 1000 and to Competency-Based Education courses. **No credit** course grades are not included in the GPA calculation.

P   **Passing** – Issued for work that is judged average (C) or above and suitable for transfer (Pass/Fail options are arranged with the instructor and are limited to no more than 20 credits at Anoka-Ramsey).

AU   **Audit** – Allows a student to register, pay and attend, but does not grant course credit (audits are student initiated and must be declared at time of registration) and are not financial-aid eligible.

EX   **Exchange** – Credits taken prior to spring 2007 at another college under a consortium arrangement are not included in GPA calculation. As of spring 2007, students will receive grades of A-F which are included in the GPA.

I   **Incomplete** – A temporary grade based on a written agreement between a student and faculty member. This grade may be assigned if a student is doing satisfactory work, has met a majority of course requirements, and is unable to complete the work of a course due to illness or other extraordinary circumstances beyond the student's control. An "I" grade automatically becomes an "F" grade (or "NC" for courses numbered below 1000) at the end of the next semester (not including the summer session) if requirements have not been satisfactorily met. An Agreement of Incomplete Grade form must be submitted to the Registar signed by the instructor and student. The faculty member has the option of setting an earlier completion date.

W   **Withdrawal** – Withdrawals must be requested by deadlines listed in the course schedule (student initiated).

Z   **In Progress** – Grades for class or classes that are in progress.

Grading decisions supported by published policies or stated expectations of faculty are not appealable.

Grade Point Average (GPA)

Only the letter grades A, B, C, D and F are utilized in determining your Grade Point Average. While other grading options are not computed in GPA, they do count towards registered credits.

Grade point total is the sum of grade points earned as determined by multiplying the grade point value of the grade by the number of course credits.

Grade Point Average is the quotient of the grade point total divided by the grade point credits.

Repeating Courses

Students may repeat a course for the purpose of achieving a higher grade or to review course material. Repeat courses shall be included in the earned completion percentage and maximum time frame calculations. With the exception of those courses designated as repeatable, only the most recent grade of a repeated course shall be used in the GPA calculation. Students shall not be permitted to receive financial aid for more than one repetition of a previously passed (A, B, C, D, Pass) course unless the course was designed to be repeated.

Certain courses attempted more than twice will require the student to register as a non-credit student on a space-available basis. Registration for these courses will be assessed the non-credit registration amount. See the course schedule for specific courses.

NOTE: Military veterans may not be eligible for tuition reimbursement for repeated courses and should see the veteran-certifying official for more information.

Satisfactory Academic Progress

Anoka-Ramsey Community College is a publicly supported college. A student's tuition covers approximately half of the cost of education. The Minnesota legislature provides taxpayers' money to support the additional cost. Anoka-Ramsey provides a variety of programs and services to help students be successful. In addition, Anoka-Ramsey must be accountable to the taxpayers/legislature by reporting students' academic progress. In the event a student is unable to achieve satisfactory academic progress, Anoka-Ramsey will not allow the student to continue enrollment and/or receive financial aid.

Students bear primary responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty. Students are encouraged to keep a personal file of their grades and transcripts.

In accordance with federal and state regulations and Minnesota State system Policy 2.9, Anoka-Ramsey will monitor all credits for all students and shall apply the following minimum cumulative standards of progress beginning with the student's sixth (6th) attempted credit:
- Qualitative—students are expected to meet or exceed a cumulative earned grade point average (GPA) of 2.00.
- Quantitative pace of progression—students are expected to meet or exceed a cumulative earned completion rate percentage of 67%.
- Maximum time frame for financial aid recipients—students may continue to receive financial aid through 150% of the published credit length of the program (example: 150% of a 60-credit AA degree equals 90 credits).

The complete Satisfactory Academic Progress Policy is available online at: http://www.anokaramsey.edu/about-us/policies-disclosures/policies-procedures/policy-2c1-satisfactory-academic-progress/

Academic Forgiveness

The Academic Forgiveness Policy 3B.7 provides a one-time opportunity to establish a new cumulative grade point average (GPA at Anoka-Ramsey Community College. Refer to the policy criteria and guidelines at http://www.anokaramsey.edu/about-us/policies-disclosures/policies-procedures/policy-3b7-academic-forgiveness/.

Credit For Prior Learning

Advanced Placement Program (AP)

The Advanced Placement (AP) Program is a program of college-level courses and exams developed by the college Board for secondary students. The courses and exams have been developed to cover material normally taught in introductory-level college courses. Complete AP Program information is available online at apcentral.collegeboard.com

Anoka-Ramsey will grant college credit to students who have scored 3 or above on a 5-point scale on the Advanced Placement exam. The credits generated from AP exams may be used to complete the distribution requirement of associate degrees. Credit will not be given for AP exams which overlap completed coursework for which college credit has been earned.

Students intending to transfer to other institutions should be aware that the receiving institution determines the acceptability of Advanced Placement credits; these institutions may have different regulations from those of Anoka-Ramsey Community College.

College-Level Examination Program (CLEP)

CLEP are testing programs designed to measure prior learning. A student may earn college credits by achieving a specified level of performance on a CLEP examination.

Anoka-Ramsey follows the American Council on Education (ACE) credit-granting recommendations. A grade of P will be earned for successful completion of the CLEP.

Students intending to transfer to other institutions should be aware that the receiving institution determines the acceptability of CLEP credits; these institutions may have different regulations from those of Anoka-Ramsey Community College.

For more information, visit http://clep.collegeboard.org/ or getcollegecredit.com.

Also see: The Defense Activity for Non-Traditional Education Support (DSST) page 15.

Course-Specific (Test-Out) Examinations

Students who demonstrate achievement in the content of a college-level course may be granted a maximum of 10 college credits through Anoka-Ramsey's Institutional Course-Specific Exam Program. Students choose a letter grade or the Pass/Fail option, and may not retest in the event of an unsuccessful examination. The Course-Specific Examinations for Credit is an exam specific to Anoka-Ramsey. Credits granted may or may not be accepted for transfer. Students intending to transfer credits should check with the receiving institution to determine what credits transfer and if they meet requirements for specific degrees.

Interested students should contact an academic advisor for additional information.

International Baccalaureate (IB)

The International Baccalaureate Organization's (IBO) Diploma Program (DP) is a course for students 16–19 that leads to examinations in various subjects. IB Diploma Program students study six courses at higher level or standard level. Students must choose one subject from each of groups 1 to 5, thus ensuring breadth of experience in languages, social studies, the experimental sciences and mathematics. The sixth subject may be an arts subject chosen from group 6, or the student may choose another subject from groups 1 to 5.
Students take written examinations at the end of the program, which are marked by external IB examiners. Students also complete assessment tasks in the school, which are either initially marked by teachers and then moderated by external moderators or sent directly to external examiners.

The diploma is awarded to students who gain at least 24 points, subject to certain minimum levels of performance across the whole program and to satisfactory participation in the creativity, action, and service requirement. The highest total that a Diploma Program student can be awarded is 45 points. Fore more information, visit www.IBO.org.

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Defense Activity for Non-Traditional Education Support (DSST)

The Defense Activity for Non-Traditional Education Support (DSST) program sponsors more than 35 DANTES examinations to assist students, including military personnel examinations to assist students in meeting their educational goals. DANTES/DSST exam scores that meet ACE minimum score recommendations are considered for transfer.

Internships

An internship is pre-professional work experience that offers students the opportunity to explore career fields and interest areas. Internships are designed to give students a realistic introduction to a chosen career field and work environment. There are many benefits to on-the-job experience, such as narrowing career choices and focusing on specific career goals, gaining transferable skills, building a professional network, and becoming a more marketable professional in a competitive job market.

Interested students may set up an appointment with a Career Counselor by calling the Information Center on either campus. Career Counselors assist students with exploration of their career interests, investigation of local internship opportunities, and preparation for internship applications. Additional internship information is available on the Career Services & Internships pages of the college website.

Alternative/Flexible Credit Options

Independent Study

The purpose of independent study is to offer a student the opportunity to do extensive reading or research on a specific topic that is not offered as a regular course.

Typically, independent study consists of an in-depth study in one area (such as art) with one instructor as the study supervisor. This study is usually for one to three credits. However, students who are interested in an inter-disciplinary approach may request up to eight credits for one semester with an interdisciplinary topic and two to four different instructors from different areas supervising the student's work.

All arrangements for independent study must be made prior to registration for the semester in which the project is scheduled and must be approved by the appropriate Dean of Educational Services. In addition, a project outline must be approved by the instructor(s) who will supervise the student's work. Forms for this purpose may be obtained from the Academic Advising Office on each campus.

Competency-Based Education (CBE)

The Competency-Based Education program is a nontraditional program to meet the needs of adult learners. The program is developed to grant college credit for documented learning obtained from rigorous study or experience. Interested students may set up an appointment with a advisor to learn more about the program.

Honors Program

The Honors Program is at the Cambridge Campus and provides an approach to educating motivated and capable students. Through small classes, intense dialogue, and special projects, the program introduces students to opportunities for critical and creative learning and challenges them to think, reason, compare, discriminate and analyze.

Saturday College

Tight on time? Take classes on Saturdays. Courses are accelerated–often double the pace of a typical semester course–up to half of the coursework may be online.

Service-Learning

Service-learning is a teaching and learning approach that integrates community service with academic study to enrich learning, teach civic responsibility, and strengthen communities. Faculty use service-learning in their classes because it involves students in solving real-life problems and makes course content more relevant and understandable. If students are enrolled in a service-learning course, their instructor will outline their expectations in the course syllabus. For additional assistance with their service-learning assignments, students may speak with an advisor in the Academic Advising Center.

Class Attendance

Students are expected to attend all class sessions. There is a strong relationship between class attendance and academic success. Furthermore, regular attendance is required for recipients of veterans' benefits and financial aid.

Students are responsible for all required work in each course, including work missed because of absence. Students should arrange make-up work with instructors prior to an absence. Instructors establish their own attendance expectations for each course and will outline these in the course syllabus.

Petition Procedures

A student with unusual circumstances which may warrant departure from established college policies may file a petition with the college. "Academic Standards" petitions will be acted upon by the appropriate Dean.

Students who seek redress from application or interpretation of college rules and regulations should consult the Student Complaint/Grievance Procedure described online at http://www.anokaramsey.edu/about-us/policies-disclosures/policies-procedures/procedure-3f211-student-complaints/

Academic Transcripts

The Office of Records and Registration at each campus is the official recorder of student academic records and progress. Transcripts contain confidential information and require a student's signature for release.

Anoka-Ramsey Community College has authorized the National Student Clearinghouse to provide online transcript-ordering services 24/7 with the convenience of online credit card payment for a $5 fee per transcript. See www.getmytranscript.org

Students can also order official transcripts directly through the college by completing a transcript request form available in the Business Office during normal business hours, along with a $7.50 fee per transcript. Students can print their own unofficial transcript (Academic Record) online at: www.AnokaRamsey.edu

Graduation Application Information & Deadlines

Students need to submit an application to graduate from Anoka-Ramsey Community College for associate degrees and for the Minnesota Transfer Curriculum (MnTC) only. Graduation Applications are due according to the following schedule:

Term of Graduation	Application Deadline
Fall	July 1
Spring	November 1
Summer	April 1

To facilitate a smooth graduation process:

1. Submit a completed Graduation Application and the $15 graduation fee to the Business Office by the term's graduation deadline. If you have questions, please make an appointment with a college counselor or advisor.

2. Confirm that all necessary transcripts from transfer institutions have been received by Anoka-Ramsey.

The Office of Records and Registration will process Graduation Applications received by the term's deadline date in the following manner:

Before the term of graduation begins, evaluate the student's academic record and correspond via letter. This will provide information to identify and schedule remaining course requirements during the final term of enrollment.

Upon completion of the term of graduation, conduct a final review of the student's academic record and graduation requirements.

a. Students meeting graduation requirements are issued a final student transcript and complete degree information. Diplomas are issued at a later date.
b. Students failing to meet graduation requirements receive notice of such and must notify the Office of Records and Registration when graduation requirements will be met.

Students are encouraged to submit a Graduation Application well before the published deadlines. Applications submitted after the deadline are reviewed for the subsequent term. A commencement ceremony to celebrate graduation is held on each campus at the end of each spring semester. All students graduating during the year are encouraged to participate.

Graduation candidates for the associate degree may choose to fulfill degree requirements outlined in any single catalog under which the student was enrolled, provided the catalog was in effect no more than four years preceding the date of graduation.

Certificate Application Information & Deadline

Students planning to earn a certificate must submit an application to the Office of Records and Registration during the semester in which the certificate work is to be completed.

Residency Requirement

To earn a degree through Anoka-Ramsey Community College, at least twenty (20) semester credits must be earned at Anoka-Ramsey. Students transferring in at least eight (8) semester credits from another Minnesota State institution or the University of Minnesota may reduce the residency requirement from 20 to 12 credits. You must submit a Graduation Application in order to receive the degree, it is not automatically awarded, even if you have met all the requirements of your degree.

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College Costs & Financial Assistance

Tuition and fee rates are set by the Minnesota State system Board of Trustees and are subject to change without notice. The 1993 Omnibus Higher Education Finance Bill requires colleges to inform students of the amount of the State of Minnesota's appropriation for higher education. Tuition from students at community colleges pays for approximately one-half of the cost of education at public community colleges. The amount may change based upon decisions made by the Minnesota State system Board of Trustees. Tuition and fees may be found at: http://www.anokaramsey.edu/cost-aid/tuition-fees/ for credit courses offered at Anoka-Ramsey Cambridge and Coon Rapids for 2016-2017.

The per credit total does not include one-time fee charges or special course charges. One-time fees or special charges may include, but are not limited to:

Placement (Accuplacer) retest fee...$10
Individualized Educational Program -
Competency-Based (per credit) ....$25-$50
Transcript fee (per issuance; official) $5
(Online through the National Student Clearinghouse)
Transcript fee (per issuance; official) $7.50
(Request sent to, or hand-delivered to Business Office)
Graduation application fee
(per application, non-refundable)..$15
Non-sufficient funds (NSF) check fee...$25
Student ID replacement card...$5

In addition, there may be special course fees assessed for art, music, personality/interest inventory, physical education or seminars. See the current course schedule located at http://www.anokaramsey.edu/ for up-to-date fee information.

Payment Options:

1. Pay in full online, in person, or by mail. (Anoka-Ramsey does not accept credit card payment by phone.)

- Online: Go to Pay Your Tuition, log into eServices, and submit payment using Visa, MasterCard, Discover, or E-Check.
- In-person: The Business Office accepts cash, check, money order, Visa or MasterCard
- By mail: Print the billing statement from within the student account, clearly print Student ID on the check and mail both to the Business Office at least five business days before the payment deadline:
  a. Cambridge Campus, 300 Spirit River Dr S, Cambridge, MN 55008
  b. Coon Rapids Campus, 11200 Mississippi Blvd NW, Coon Rapids, MN 55433

2. Apply for a payment plan online:

- Go to Pay Your Tuition, and log into eServices.
- Select - Bills & Payments on the left side menu
- Select - Payment Plan in the left side menu
- Click the Select button in the desired institution and term.

Enrollment Definitions

Full-time Student
A student whose totally number of registered credits at the college is 12 or greater.

Part-time Student
A student whose totally number of registered credits at the college is 11 or less

Freshman
29 or fewer credits

Sophomore
30 or more credits

Enrollment Definitions for Financial Aid Purposes

Full-time Student
12 or more enrolled credits

Thee-quarter time Student
9-11 enrolled credits

Half-time
6-8 enrolled credits

Less than Half-time
5 or fewer enrolled credits credits

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Registration Cancellation/ Drop for Non-Payment

DON'T LOSE CLASSES FOR NON-PAYMENT!

Your REGISTRATION may be CANCELED if payment requirements have not been met by the published due date!

- Fall 2016 tuition due date is August 1, 2016
- Spring 2017 tuition due date is December 15, 2016
- Summer 2017 tuition due date is May 8, 2017

NOTE: The college reserves the right to drop students for non-payment of tuition; however, students should not rely on the drop for non-payment process as a way to cancel course registration. Students are responsible for dropping courses if they register and later change their plans for attendance.

Students are responsible for paying their full tuition/fees by the established payment deadlines unless one or more of the following is true:
- you have applied for financial aid, and Anoka-Ramsey has received your FAFSA results from the Department of Education, or;
- you are enrolled in the Post Secondary Enrollment Options (PSEO) program; or;
- you are a veteran who has been certified to receive education benefits; or;
- you have submitted an approved third-party billing authorization or an official tuition waiver to the Business Office; or;
- you have been awarded a scholarship from either of Anoka-Ramsey's Foundations, or;
- you have been approved for a payment plan and have submitted the required down payment of tuition.

Withholding Diplomas & Transcripts

Anoka-Ramsey Community College will withhold the issuance of diplomas and transcripts to students until all money due the college has been paid.

Refunds for Drops/Withdraws

Definitions:
- **Drop** - Students are allowed to drop any course through the fifth business day of the term (courses starting after the first week of the term have an adjusted schedule). Students who drop a course receive a full refund of tuition and general fees. Dropped courses do not appear on a transcript and do not impact academic standing.
- **Withdrawal** - Students are allowed to withdraw from a course through approximately 80% of the term (courses that are shorter than the full term have an adjusted schedule). No refunds are authorized for partial withdrawals. Withdrawal courses appear on a transcript as a "W" and have a direct impact on academic standing.
- **Business Day** - Business days are Monday-Friday, excluding posted holidays.

Refunds are determined according to the following refund schedule:

Refund Schedule Fall and Spring Semesters Only *(for courses starting the first week of the term)*	
Drop Period	Refund Allowed
Through the 5th business day of term	100%
Total Withdrawal Period (withdrawing from all courses)	
6th - 10th business day of term	75%
11th - 15th business day of term	50%
16th - 20th business day of term	25%
After 20th business day of term	0
Summer Session Only *(for courses starting the first week of the term)*	
Drop Period	Refund Allowed
Through the 5th business day of term	100%
Total Withdrawal Period *(withdrawing from all courses)*	
6th - 10th business day of term	50%
After 10th business day of term	0

Refund Period Exceptions

- For courses that start after the fifth business day of the term and that meet at least three times, a student must drop the course no later than the first business day after the first class session to receive a full refund of tuition and fees.
- For courses that start after the fifth business day of the term and that meet less than three times, a student must drop the course two business days before the start of the first class session to receive a full refund.
- If injury or illness requiring extensive hospital and/or convalescent care prohibits a student's return to classes within the term, a full refund of general tuition and fees may be approved. In case of death, a full refund of general fees shall be made. Official documentation regarding the medical condition or emergency situation is required.
- If a student is called for active duty in the armed forces of the United States, a full refund of general tuition and fees may be approved. A copy of the official call-up letter to active duty is required.

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Return of Title IV Funds Policy

Federal Student Aid funds are awarded to a student based on the assumption that the student will attend school for the entire period for which assistance is awarded. A student who stops attending class(es) must immediately withdraw from class(es). The withdrawal process requires students to log on to the e-services site (or in person at Records/Registration) and complete the withdrawal process by the published deadline. The student is responsible for understanding the impact of such action on their student account and should contact the Financial Aid Office if they have questions. The outcome of a complete withdrawal depends on when the withdrawal is initiated and the type of financial aid received. A complete withdrawal may also negatively affect academic progress.

Financial Aid recipients who completely withdraw from a term or stop attending prior to the 60% completion date are subject to the Federal Return of Title IV fund rules for any federal aid not earned and the Minnesota Office of Higher Education refund calculation for Minnesota State Grant and SELF Loan. The percentage of Title IV aid to be returned (that which is unearned) is equal to the number of calendar days remaining in the semester divided by the number of calendar days in the semester. Scheduled breaks of more than four consecutive days are excluded. Examples of both calculations are available in the Financial Aid Office at the student's request.

The responsibility to repay the unearned financial aid is shared by the college and the student. First the college's share is returned to Title IV programs in the following order: Federal Unsubsidized Direct Stafford Loan, Federal Subsidized Stafford Direct Loan, Federal Perkins Loan, Direct PLUS Loan, Federal Pell Grant, and Federal SEOG. Any remaining unearned aid is then the responsibility of the student and must be collected from the student and returned to the Title IV programs in the order listed above.

Anoka-Ramsey Community College will return its share of unearned Title IV funds no later than 45 days after it determines that the student withdrew or stopped attending classes. Students return their share of unearned aid attributable to a loan under the terms and conditions of the promissory note. Grant repayment is made to the college under the repayment guidelines identified in a notice sent to students after the recalculation is complete.

Other Financial Aid Policies

- Students can receive federal financial aid for developmental work (below 1000 level) up to a maximum of 30 credits.
- Students must declare an eligible major and degree intent at Anoka-Ramsey to receive financial aid.
- Students may receive financial aid from no more than one college during each term or period of enrollment.
- Pell Grant awards are determined by registered credits as of the fifth business day of the semester, the Pell Grant amount may not adjust up, but may adjust down for late (after the fifth day) add/drop registration activity.
- Annual loan limits are prorated for borrowers who are completing their degree program or certificate in an enrollment period that is shorter than an academic year.

See page 17 for enrollment classifications for financial aid purposes.

Applying for Financial Aid

Every student attending Anoka-Ramsey Community College is encouraged to apply for financial assistance. Financial aid comes in the form of grants, work-study and loans. To receive financial assistance, students must complete the FAFSA (Free Application for Federal Student Aid). Anoka-Ramsey has a priority deadline of April 1 preceding the academic year for which you are applying. Application for financial aid should be made well in advance of the time funds are needed. Please keep in mind that you must reapply for financial aid each year and you cannot receive aid from more than one school for the same period of enrollment.

Scholarship Opportunities

Alliss Opportunity Grant: These grants are for students who have a completed FAFSA and are not Pell eligible. Funds are limited and are awarded by the Financial Aid Office. Students who complete their FAFSA early are considered first. There is no separate Alliss Grant application. The grant is $1,000 for the standard academic year; $500 in fall and $500 in spring. For more information, contact an advisor or the Financial Aid Office.

College Foundation Scholarships: The foundations of both campuses award nearly $250,000 in scholarships to students each year. Each type of scholarship varies in its criteria. Financial need may or may not be a consideration. More than 200 scholarships are awarded to recognize academic success, leadership skills or potential for success, major field of study, and many other criteria. At the Cambridge Campus, applications are available in the Administrative Services and the Financial Aid Office. At the Coon Rapids Campus, applications are available in the Career Center and the Financial Aid Office. Foundation scholarship applications must be received by March 15 for the next year's awards. The foundation for the Coon Rapids Campus also offers July 1 and October 15 application cycles. Scholarship application forms and brochures can also be found online at http://www.anokaramsey.edu/cost-aid/scholarships-loans-grants/scholarships/; select the scholarship application specific to the campus you attend.

Community-Based Scholarships: Community agencies, businesses and other organizations sponsor many scholarships. Visit http://www.anokaramsey.edu/cost-aid/scholarships-loans-grants/ or contact the Financial Aid Office for additional information.

PSEO students are ineligible to receive scholarship dollars while enrolled in the PSEO program.

Student Services

Admissions Office

The Admissions Office provides admission and degree information, tours, and admission advising to prospective applicants to Anoka-Ramsey Community College.

Adult Basic Education (ABE)

Adult Basic Education services are offered at no cost. Services include GED and Accuplacer preparation as well as skill enhancement for math, reading, and writing.

Air Force ROTC

Anoka-Ramsey students may enroll in Aerospace Studies at the University of St. Thomas. Air Force ROTC is an educational and leadership program designed to prepare students for commissioning as second lieutenants in the United States Air Force. Students may enroll in the four-year program any time up to fall term of their sophomore year, with freshman and sophomore classes adding two hours of coursework each week. No obligation is incurred by enrolling in the undergraduate courses, and college credit is earned. To enroll in the two-year program, students must pre-register in the fall term of their sophomore year. Scholarships are available through the Air Force ROTC. In addition, the University of St. Thomas will grant assistance for tuition costs for Anoka-Ramsey (non-Air Force scholarship) full-time (12 credits) students to cover the full cost of the General Military and Professional Officer courses. For more information contact the Department of Aerospace Studies, University of St. Thomas, at 651.962.6320 or 1.800.328.6819, ext. 6320.

Book Charges

It is wise to purchase books before the term starts and begin to get familiar with the course content. This means purchasing books "out of pocket," and use any balance of your financial aid to pay yourself back. When this is not possible, and for those students with enough processed financial aid, Anoka-Ramsey Community College supports a Book Charge process:

- Please plan your purchases carefully. Use the charge process only in an emergency and only once in a term.
- Your processed financial aid must exceed your tuition and fee charges.
- Book charges are allowed one week prior to the term and the first week of the term (excluding holidays).
- Student loans must be accepted from the award letter prior to book charging.
- Students will be responsible for all book charges regardless of financial aid received.

Bookstore

The college bookstores carry new and used textbooks, and offers rental and eBooks options. Students may order textbooks online by visiting: AnokaRamsey.edu/resources/bookstore/. In addition, the Coon Rapids Campus bookstore sells Metro Transit bus passes, and both bookstores rent lockers.

Please refer to the website for information on the book charge policy, book return policy, and book buy-back service.

Business Office

Tuition and fees, payments and distribution of financial aid, grants, loans, and scholarship monies are processed through the Business Office.

Career Services

Career Services are available on both campuses. The office supports students in exploring careers, developing job search skills, and advertising local employment opportunities for students. Students will have the opportunity to work one-on-one with counselors that are specialized in the career development process. Services are available to all students and alumni. For more information regarding these services and the opportunities offered at the college, students are encouraged to call 763-433-1840 (Cambridge) or 763-433-1240 (Coon Rapids), or visit in person: Cambridge Campus, check in at the Front Desk; Coon Rapids Campus, Rm SC 273.

The Career Services area also provides information and training on the following:
- resume writing strategies and resume critique
- interviewing and application tips
- networking strategies
- Internet job-search techniques
- labor market information
- miscellaneous job search information.

Child Care Assistance

Funds are available under the Post-Secondary Childcare Grant Program. For an application and additional information, visit http://www.anokaramsey.edu/cost-aid/scholarships-loans-grants/grants/.

Counseling & Advising Services

Anoka-Ramsey Community College is sincerely interested in students who enroll or plan to enroll at either campus. Through regular personal contact, counselors and advisors may assist students with their adjustment to college, personal problems, the choosing of a college program, academic advisement, and long-range career planning. Counseling and advising is an integral and important part of the college experience, offering students the opportunity to continuously evaluate themselves and their plans and to make realistic decisions on the basis of these evaluations.

Academic Advising

Academic Advisors are available to help students with academic planning including understanding program requirements and exploring transfer options and requirements. They help students understand educational policies and procedures and can help identify services and resources available at Anoka-Ramsey to assist students with their success.

Career Counseling

Career counseling may help individuals to make decisions about career choices by providing information and helping evaluate interests, values, and abilities and how they relate to college programs and career choices. Career workshops focusing on self-assessment, occupational research, and job-hunting skills are also available.

Career Classes

Counselors offer courses and workshops that support students in creating personal goals, exploring career options and developing personal skills related to college success. CAOR 1102 Career Development and CAOR 1100 Career Planning Workshop are two such courses.

Personal Counseling

Counselors are available to assist individuals with social or emotional issues. Counselors support students in resolving personal issues related to academic success. Personal development workshops address common personal counseling issues, including self-esteem and managing stress.

Email Accounts

Within one day of registering for credit coursework, each student is assigned an official college email account, which can be activated at http://webs.anokaramsey.edu/studentmail/.

Anoka-Ramsey uses email as the primary method of communication with students. Students are responsible for information, notices, and deadlines disseminated through college email.

English Language Learners

Anoka-Ramsey Community College is proud to offer reading and writing courses for English Language Learners (ELL). As part of the ELL course sequence, students have access to additional support, including Supplemental Education, where an instructor is available to assist with required course activities and homework. ELL students are also encouraged to participate in the Conversation Partners program, which partners student, faculty and staff who want to practice their English skills with lifelong English speakers through casual, cross-cultural conversations. Additionally, professional and peer writing tutors in the Writing Center provide free support for ELL students with various assignments. In the library, students have access to a videotaped series profiling everyday situations faced by individuals new to the US, and audiobooks of fiction, classics and language skills.

Financial Aid

Students needing financial assistance to help defray college expenses may apply for grants, student loans and work-study by completing the FAFSA. See college costs and financial assistance at "College Costs & Financial Assistance" on page 17.

Library

Both Anoka-Ramsey campus libraries provide a variety of instructional materials, equipment, and services to students, faculty, and staff. Each library also has individual and small group study spaces as well as listening and viewing areas.

Collections of books and periodicals in print and online format and collections of audiovisuals in each campus library are coordinated with the college curriculum to provide students with the resources relevant to their courses of study.

For information not available locally, students and staff have access to materials from over 300 libraries through the libraries' online catalogs: MnPALS and MnLINK. MnPALS includes the Minnesota State system libraries, state agency libraries, and some private college academic libraries. MnLINK includes the University of Minnesota libraries, public libraries, and additional academic libraries.

New Student Orientation

New students go through an Orientation & Registration session on campus to learn more about campus resources and academic polices. In addition, students have the opportunity to meet one-on-one with an academic advisor to explore degree/program requirements, discuss appropriate course load and receive assistance registering for classes. Optional campus tours will also be offered for interested students.

Online Orientation

Online orientation is for new transfer students and informs them about campus resources, academic policies, and how to register for courses. If a student is transferring in with 12 or more earned credits, they need to send in their official transcripts and then complete the online orientation. Once completed, students will be able to register for their courses online. If they need assistance academic advisors are available via phone, e-mail or quick stop. Students will need their student ID number and pin number that was sent in the acceptance letter.

Office for Students with Disabilities

Anoka-Ramsey Community College provides a variety of academic support services for students with documented disabilities in accordance with federal legislation. Services include, but are not limited to, accommodation assistance, educational planning, early registration, assistive technology, interpreters, advocacy, referral, and support. These services are designed to assist individuals to participate fully and successfully in Anoka-Ramsey programs. For further information on all disability services call 763-433-1350. Access MN Relay at 1-800-627-3529.

Office of Adult Transitions

Anoka-Ramsey Community College offers services designed specifically for adult learners through the Office of Adult Transitions. For returning adult students, questions arise about how to successfully navigate the educational system, what resources are available for students on and off campus, and how to know which past work experiences, skills, and competencies would be eligible for Credit for Prior Learning (CPL). Mapke plans to visit with the Coordinator of Adult Transitions to design your educational plan.

Office of Diversity & Multiculturalism

This office is committed to inclusion and equal treatment of all people. We provide programs for diversity and cultural competence that broaden and enrich the campus climate. It is our hope to engage all students and professionals, to explore their cultural identities, and to move them toward greater understanding and appreciation of diversity, power, and privilege as it plays out in our lives and the larger community.

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The Office of Diversity & Multiculturalism provides:
- Co-curricular initiatives that add to students experiences and leadership
- Advocacy on behalf of students
- Facilitation in building relationships with staff, faculty and administrators to enhance and enrich the campus climate and promote cultural competence

The office is located in the Mosaic Center, SC178B at 763-422-6094, e-mail address: MosaicCenter@anokaramsey.edu

Office of Records & Registration

The Office of Records and Registration processes admission applications, registration and transfer transactions, transfer and graduation evaluations, and maintains permanent student records.

Online Services

Students may access many online services and programs that are offered at http://www.anokaramsey.edu/. With a StarID and a PIN, which are assigned upon admission to the college, students are able to:

- sign up for placement testing and orientation
- search for open class sections
- register for classes
- print a class schedule
- adjust course schedule (add, drop, withdraw)
- check holds on an academic record
- view or change address
- view financial aid status and awards
- view grades
- view financial account and charges
- pay tuition and fees
- print your unofficial transcript (academic record)
- conduct a Degree Audit Report (DARS)

Course offerings and the Academic Catalog are available on the college's website. In addition, the website offers links to other online services that make it easy for students to:
- view eBulletin announcements
- file a FAFSA (Free Application for Federal Student Aid)
- submit a Student Loan application
- order books for classes

Testing Services

The testing centers at the Cambridge Campus and Coon Rapids Campus serve students by providing The College Board Placement Test (Accuplacer) for appropriate course placement, as well as alternative and make-up testing.

TRIO Student Support Services Program

The Student Support Services (SSS) Program serves 175 students on the Coon Rapids Campus. The SSS program is designed to provide a positive learning environment to help ensure the academic success of its participants.

Services include academic advising, career guidance, tutoring, workshops, cultural activities, and social events. Students also receive assistance with issues pertaining to graduation, transfer, and the financial aid application process. For more information contact the TRIO/SSS office, or check our website at www.anokaramsey.edu/resources/trio-programs/

All services are provided free of charge. This is a federally-funded TRIO program with in-kind support from Anoka-Ramsey Community College.

Tutoring Services

The Academic Support Center (ASC) provides free tutoring in a variety of subject areas at both the Cambridge and Coon Rapids campuses. Peer tutors are available on a drop-in basis. Professional staff tutoring for business, chemistry, mathematics and writing are available: both appointment and walk-in.

Each ASC provides on-site computers, handouts and other resources for student use. The ASCs also provide periodic workshops and study groups. Minnesota State system also provides access to SmarThinking, a third party, online tutoring service for students. For more information, visit: SmarThinking.com

The Math Skills Center on the Coon Rapids Campus offers free peer tutoring and professional tutoring services for students taking MATH 0100, 0240, 0250, 1100, 1200 and medical dosage calculations.

Veteran's Services

Veteran's Services are available on each campus to assist veterans, current military members, and dependents as they pursue their educational goals. Knowledgeable staff are available to provide academic advising services, assist with educational benefits, answer questions, offer referrals to various resources, and help with military-to-civilian transition issues.

Within our Veteran's Services Center, students are encouraged to use the designated computer terminals and study areas, chat with peers, or just drop by for a hot cup of coffee. In addition, Anoka-Ramsey is fortunate to have the North Metro Regional Coordinator for the Minnesota Higher Education Veterans Program housed on our campus. Together, these resources are provided to meet the needs of our veterans and promote their success as students.

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Student Life Programs

For more information on student programming or clubs, visit: http://www.anokaramsey.edu/campus-life/ or contact the Student Activities office at 763-433-1320.

CC = Cambridge Campus, CR = Coon Rapids Campus

Clubs & Organizations

- A-Cappella Club (CC)
- Adult Transition Club (CR)
- Anime Association (CR)
- Art Club (CC/CR)
- Astronomy Club (CR)
- Biology Club (CR)
- Biz Tech Club (CC/CR)
- Black Student Union (CR)
- Capitalism Club (CC)
- Complementary & Alternative Medicine Club (CR)
- Ceramic Guild (CR)
- Chemistry Club (CR)
- Communication Club (CR)
- Computer Science Club (CR)
- Creative Writing Club (CC/CR)
- CRU (Christian Club) (CR)
- Diversity Club (CC)
- Drama Club (CC)
- Engineering and Physics Club (CR)
- GSA (Gay Straight Alliance) (CR)
- Green Dot Club (CR)
- Health Occupations Students of America (CC)
- Hearts Ablaze Christian Club (CC)
- Literature Club (CC)
- Math Club (CR)
- Math Team (CR)
- Multicultural Club (CR)
- Muslim Student Association (CR)
- New Leaf (Environmental Club) (CR)
- Pre-vet & Pre-med Club (CR)
- Pro-Life Club (CR)
- Psychology Club (CC/CR)
- Society for Creative Anachronism (CR)
- Spanish Club (CC)
- STEM Chicks Club (CR)
- Student Nursing Association (CC/CR)
- Swing Dancing Club (CR)
- Theatre Club (CR)
- Veterans & Military Student Organization/Student Veterans Club (CR)

Student Government

Student Senate (both campuses) is the voice for students and together with college administration oversees student affairs. Student Senate appoints student representatives to college committees, and advocates for student needs and concerns.

Intercollegiate Athletics

(Optional Credit available)

Men's Sports
- Baseball (CR)
- Basketball (CR)
- Soccer (CR)

Women's Sports
- Basketball (CR)
- Soccer (CR)
- Fastpitch Softball (CC)
- Volleyball (CR)

Intramural & Recreational Sports

- Badminton (CR)
- Basketball (CR)
- Bowling (CR)
- Cheer Squad (CR)
- Dodgeball (CR)
- Flag Football (CR)
- Fun Run/Walk (CR)
- Golf (CR)
- Baseball (CR)
- Softball Open Gym (CR)

Student Leadership Opportunities

- Phi Theta Kappa (CC/CR)
- Campus Activity Board (CC)
- Campus Programming Board (CR)

Music, Theatre & Art

(Optional Credit available)

Band
- Concert Band
- Guitar Ensemble
- Jazz Ensemble
- String Orchestra
- Theatre Ensemble

Choir
- Concert Choir
- Chamber Singers
- College Chorale
- Theatre/Drama

Literary Magazines

Spirit River Review (CC)
Rapids Review (CR)

Newspaper

The Campus Eye (CC/CR)

Student Policies

Anoka-Ramsey Community College students are held accountable for all college policies and procedures as defined on the college website at: www.AnokaRamsey.edu).

Failure to read the policies and procedures outlined on the college website at: www.AnokaRamsey.edu will not be considered an excuse for noncompliance.

A complete description of the policies and procedures listed can be found online at http://www.anokaramsey.edu/about-us/policies-disclosures/

- Acceptable Use of Computers and Information Technology Resources Policy
- Complaints and Grievances Policy
- Data Privacy Policy
- Drug and Alcohol-Free Campus Policy
- Email Communication Policy
- Emergency Procedures
- Nondiscrimination in Employment and Education Opportunity Policy
- Refund Policy
- Religious Observance Policy
- Satisfactory Academic Progress Policy
- Sexual Violence Policy
- Student Conduct Code Policy
- Students Involved in Decision-Making Policy
- Student Rights and Responsibilities Policy
- Tobacco-Free Policy
- Zero Tolerance Policy

AnokaRamsey.edu

Professional & Workforce Training (PWT) of Anoka-Ramsey Community College and Anoka Technical College provides non-credit open enrollment, contract training and professional development services to individuals, businesses, and organizations. Courses can be taken at the college, online or customized for on-site delivery. College courses (credit and non-credit) are also offered at various community locations. Contact PWT at 763-433-1200 or visit: ProWorkTraining.com.

Professional & Workforce Training provides:
- a broad array of consulting, assessment, research, planning and organizational development services and training plans.
- college credit for classes that can be applied towards an academic diploma or certificate.
- online training program design and development.
- certifications, licenses and continuing education units (CEUs) for a variety of industries and trades.

Continuing Education

PWT is dedicated to providing the community with on-going educational opportunities and short-term career education programs. Offerings include computer applications and information technology training including industry certification and college certificate programs, Lean, building maintenance, trade programs, sheetmetal, educational programs for manufacturing specialty, continuing education courses for nursing, health and human services professionals, and human resource, supervisory, management and leadership studies.

Customized Training

Customized training involves identifying and assessing organizational needs and designing outcome-based training options. Areas of expertise include:
- Industrial Engineering and Manufacturing Technology
- Health and Wellness
- Compliance/OSHA
- Organizational Development, Information Technology and Computer Applications
- Other personal and professional training topics are also available.

Consulting Services

Specializing in business development and workforce training, PWT assists businesses in achieving economic success.

Reasons to partner with PWT:
- Education and training solutions designed to meet their goals and increase productivity and profit.
- Cost-effective, results-oriented solutions designed to enable companies to increase their competitive edge.
- Pre- and post-training assessments to ensure employees learn the skills important to their industry and customers.
- Industry experts and experienced instructors who provide proven, real-world results.
- Services, industry certifications and training conducted fitting the business' schedule and at the business location.
- Cutting-edge training programs on the forefront of new technologies/processes to enhance employees' skills.

- Increase the bottom line of businesses through waste reduction, streamlining processes, energy conservation and workforce training.

Resources & Expertise to Meet Business Goals
In today's economic culture, organizations face considerable challenges. Evolving technologies, global competition and economic pressure place new demands on business. Strategies and competencies drive businesses.

Partnerships

PWT establishes mutually beneficial partnerships with area educational, business, professional, and community-based organizations interested in life-long learning and economic development.

The Minnesota Job Skills Partnership (MJSP) program is a major source of grant funding for innovative college/business partnerships. Such grants provide employers' access to customized training, expands the college's ability to service client needs, and contributes to economic growth.

The college also functions as a resource and strategic partner linking businesses to other economic development organizations, such as the Minnesota Department of Employment and Economic Development, Minnesota Technology, Inc, Regional Initiative Funds, and local/regional development agencies.

Meeting & Training Facilities

Our spaces are available for rent, including:
- training accommodations for groups with 5-150 participants
- 12, 20, and 30 station computer labs for networking, MS Office, Cisco-related training, SolidWorks, and other applications
- refreshments and meal options
- video and interactive television conferencing
- free parking

Continuing Education Units (CEUs)

CEUs are part of a national movement to provide records for participation in non-credit continuing education activities. Participants are awarded CEUs in accordance with the policies adopted by the Minnesota Higher Education Services Office and other approval agencies such as the Minnesota Board of Nursing. Persons who participate in the various CEU programs will have individual records maintained by the college.

Anoka-Ramsey Community College constantly strives to meet educational needs and develop special programs in response to requests. Persons or businesses desiring such services should contact PWT at 763-433-1200.

For Information on Registration

Professional and Workforce Training course schedules include registration forms, procedures, information on course offerings, certificates and programs offered. For current information, visit: ProWorkTraining.com

Non-Credit Refund Policy

1. Special fees are not refundable.
2. Refund policies vary. Please refer to the course schedule for specific program refund policies. For more information, call 763-433-1200.

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Anoka-Ramsey Community College:

- offers coursework in most disciplines for students who will transfer and continue their education toward bachelor's degrees.
- cooperates with area institutions to provide vocational and technical training for students with opportunities to move immediately into jobs upon completion of their education.
- provides retraining and upgrading of skills for currently employed individuals and provides flexible scheduling to meet those needs, including off-campus classes, online classes, and non-credit workshops.
- is committed to providing a general education to help students in their development as individuals in our society.
- is committed to assisting students with skills and knowledge below college-level in upgrading their skills and in achieving a successful college experience.
- is committed to supplementing curriculum and broadening experiences by providing aesthetic, cultural, recreational, and intercollegiate competitive experiences for students and other members of the community.

Choosing a Program of Study

Advisors will assist students in choosing one of the various kinds of programs – career, transfer, or general education – and help students select appropriate courses for their chosen major. Many students change objectives while attending college, especially during the first year. If students change objectives, assistance is available in choosing alternate programs. It is important to note that opportunities exist for trial; a student may be disillusioned in one area but successful in another.

Myers Briggs and Strong Assessments are available for a fee and as a part of the CAOR 1102 course. These assessments help students determine their career choices.

Assessment of Student Learning

Each program of study has well-defined goals for student learning, which are available through Advising Services. These goals describe the knowledge, skills, and abilities that students will develop during the course of the program of study. The college is committed to a comprehensive program of assessment in which programs are evaluated based upon how well students achieve the goals for student learning. Student learning is assessed at the course, program and college-level. This assessment process helps to identify strengths and opportunities for improvement.

Catalog Applying to Student's Graduation

Candidates for the associate degree may choose to fulfill degree requirements outlined in any catalog under which the student was enrolled, provided that the catalog was in effect not more than four years preceding the date of graduation. The student must complete all degree requirements under a single catalog. Graduation is not automatic; students must apply in order to be granted a degree.

Residency Requirement

To earn a degree through Anoka-Ramsey Community College, at least twenty (20) semester credits must be earned at Anoka-Ramsey. Students transferring in at least eight (8) semester credits from another Minnesota State institution or the University of Minnesota may reduce the residency requirement from 20 to 12 credits.

Degrees & Certificates

Anoka-Ramsey Community College offers the following degrees:

- **Associate in Arts**
- **Associate in Fine Arts**
- **Associate in Science**
- **Associate in Applied Science**

Anoka-Ramsey also offers several certificates.

Associate in Arts Degree

Overview

The Associate in Arts degree (AA) is intended primarily for students who plan to transfer to another college or university to complete a bachelor's degree. The AA is a general education degree where students may choose an goal area. Students may also choose to concentrate in a particular field of study as preparation for a planned major at a four-year college or university. At least 40 of the 60 credits must be taken within the Minnesota Transfer Curriculum (MnTC) outlined on page 32. Students are strongly encouraged to develop an educational plan with an Anoka-Ramsey advisor to assure that the AA degree and pre-major requirements are fulfilled.

Transfer Note

An agreement with Minnesota State provides that Anoka-Ramsey's Associate in Arts degree (or MnTC) will satisfy all of the lower-division general education requirements of any of the Minnesota State institutions.

An agreement with the University of Minnesota-Twin Cities provides that the MnTC will satisfy the University's liberal education requirements. Anoka-Ramsey also has agreements with many private and out-of-state schools that allow easy transfer of the AA degree. For assistance in program planning, or to explore transfer options, students should meet with an academic advisor.

General Requirements for AA degree

- A minimum of 60 semester credits in courses numbered 1000 or above.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- A minimum cumulative grade point average (GPA) of 2.0 in all MnTC courses.
- Satisfy residency requirements. See page 26.
- Completion of specific degree requirements.
- To receive your diploma, you must apply to graduate.

Specific Degree Requirements

A. General Education/Minnesota Transfer Curriculum (MnTC)	40
B. Wellness	3
C. Electives, additional MnTC, and/or premajor	17
D. Total Credits	60

See individual AA guide sheets beginning on page 39.

Associate in Arts Degree Goal areas

- Art
- Communication Studies
- Creative Writing
- Education
- English Literature
- Psychology

Note: Students may earn only one AA degree, regardless of emphasis.

Associate in Applied Science Degree

Overview

The Associate in Applied Science degree (AAS) is intended for those students who plan to use the competencies gained through their degree for immediate employment. The AAS degree is granted in a specific major and typically about two-thirds of the coursework is in the career/program area. Approximately one-third of the courses are from the Minnesota Transfer Curriculum (MnTC).

Transfer Note

The AAS degree is not designed to transfer to a four-year college. However, the MnTC courses typically do transfer and some of the career-oriented courses taken at Anoka-Ramsey may also transfer to specific majors at selected schools. Please see an advisor for specific information regarding transferring courses.

General Degree Requirements

- A minimum of 60 semester credits in courses numbered 1000 or above.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- Satisfy residency requirements. See page 26.
- Completion of specific degree requirements.
- To receive your diploma, you must apply to graduate.

Specific Degree Requirements

See individual AAS guide sheets beginning on page 49.

Associate in Applied Science Degrees

- Accounting Practitioner
- Business: Management/Marketing Emphasis
- Business: Office Technology Emphasis
- Network Administration
- Physical Therapist Assistant
- System Administration

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Associate in Fine Arts Degree

Overview
The Associate in Fine Arts degree (AFA) is designed primarily for students who plan to transfer to another college or university to complete a bachelor's degree in fine arts. Students may choose a path leading to art, creative writing, music, or theatre.

Transfer Note
The AFA-Music degree will transfer to Minnesota State University-Mankato, Augsburg College, Winona State University, Minnesota State University Moorhead; the AFA-Art will transfer to Winona State University; the AFA-Theatre will transfer to Minnesota State University Moorhead; the AFA in Creative Writing degree will transfer to Metropolitan State University, Hamline University and Augsburg College. The AFA degrees may transfer in part or in their entirety to other baccalaureate institutions.

General Requirements for AFA degree
- A minimum of 60 semester credits in courses numbered 1000 or above.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- Satisfy residency requirements. See page 26.
- Completion of specific degree requirements.
- To receive your diploma, you must apply to graduate.

Specific Degree Requirements
See individual AFA guide sheets beginning on page 56.

Associate in Fine Arts Degrees
- Art
- Creative Writing
- Music
- Theatre

Associate in Science Degree

Overview
The Associate in Science degree (AS) is intended for those students who wish to balance liberal arts education with career-oriented classes. The primary purpose of the degree is to provide the credentials for a specific career and prepare graduates for admission to a four-year college. Approximately one-half of the coursework consists of liberal arts or general education credits and one-half comprises career-oriented courses.

Specific transfer agreements exist with selected four-year colleges for each AS degree. Please see an Anoka-Ramsey advisor for specific information regarding transferring courses.

General Degree Requirements
- A minimum of 60 semester credits in courses numbered 1000 or above.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- Satisfy residency requirements. See page 26.
- Completion of specific degree requirements.
- To receive your diploma, you must apply to graduate.

Specific Degree Requirements
See individual AS guide sheets beginning on page 62.

Associate in Science Degrees
- Accounting
- Applied Engineering Technology –Biomedical Design & Manufacturing
- Biological Sciences
- Biomedical Technology
- Business
- Business, Industry & Technology
- Community Health
- Computer Networking & Telecommunications
- Computer Science
- Engineering
- Environmental Science
- Exercise Science
- Health Sciences (Broad Field)
- Human Resources Associate
- Integrative Health & Healing
- Nursing (MANE)
- Pharmacy Technician
- Sales Management

Certificate Programs

Certificate programs are offered in several career fields. Certificates are designed to increase students' knowledge and skills in a specific area/discipline. They are awarded for completion of 10-32 credits of coursework in a specific career field. Certificates are intended to prepare students for immediate employment. Many courses within a certificate program may apply toward an AS or AAS degree in the discipline.

See individual program certificate guide sheets beginning on page 85.

Administrative Specialist	Computer Programming
Athletic Coaching	Fitness Specialist
Biomedical Core	Integrative Health & Healing
Biomedical Technician	Network Support & Admin
Business Communication	Pharmacy Technician
Business Computer Apps	Quality Systems for BMED Ind.
Business Generalist	Retail Management
Clinical Research Prof	Small Business Accounting
Computer Help Desk Spec.	
Computer Network Security	

Visit Minnesota State - Procedure 3.36.1 Academic Programs for a complete listing of the Minnesota State authorized award requirements.

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Anoka-Ramsey Community College and the other public colleges and universities are working to make transfer easier. Students are encouraged to plan ahead, ask questions, and use the pathways created by transfer agreements. Some of the services and policies to assist you include:

- Assistance from Anoka-Ramsey advisors
- Written Intersystem Agreements
  - Minnesota Transfer Curriculum
  - early (joint, deferred) guaranteed admission to a university
  - course listings required for specific majors, such as engineering, nursing, or business
- Transfer and course equivalency information
  - www.mntransfer.org
  - www.transferology.com/
- Colleges and Universities
- Clearly stated criteria for admission to a selected college or major
- General policies related to evaluation of transfer credits
- A petition process for unusual circumstances is available on both campuses

General Guidelines for Transfer of Credits

The receiving college or university determines what credits transfer and if they meet requirements for specific degrees. MnTC goal areas are determined by the originating Minnesota State institution.

Institutions accept credits from courses and programs like those they offer. They look for similarity in course goals, content, and level. Degree programs usually count credits in three categories—general education, major/minor courses, and electives.

Not every course that transfers will help students graduate. The key question is, "Will your credits fulfill requirements of the degree or program you choose?"

If students change their career goals or majors, they might not be able to complete all degree requirements within the usual number of graduation credits.

Transfer Agreements

A number of transfer agreements have been formalized that simplify transfer procedures for students and ensure transfer of credits from Anoka-Ramsey to other colleges or universities.

Transfer to Bachelor-Degree Programs

Anoka-Ramsey Community College offers the appropriate coursework for the first half of most bachelor-degree programs. For Minnesota public universities, students are encouraged to complete the Minnesota Transfer Curriculum (see page 34). Transfer guides listing specific courses and catalogs for Minnesota State institutions and many out-of-state schools are available at the Cambridge Campus Student Services Office and at the Coon Rapids Campus in Educational Services.

Anoka-Ramsey advisors cooperatively develop transfer guides for many public and private colleges throughout Minnesota and the region. Transfer guides outline degree requirements and identify equivalent Anoka-Ramsey courses. Catalogs for Minnesota colleges, universities and many out-of-state institutions are also available in these areas and on the internet.

Advisors are available to assist students with exploring transfer options and reviewing transfer guides.

Many students planning to transfer complete the Associate in Arts degree that includes the Minnesota Transfer Curriculum. The AA degree is outlined on page 39.

The Minnesota Transfer Curriculum (MnTC)

The Minnesota Transfer Curriculum (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 study of contemporary concerns—all essential to meeting individual, social, personal, and career challenges.

Students who complete the Minnesota Transfer Curriculum at Anoka-Ramsey (with a cumulative GPA of 2.0) have completed the general education requirements at many Minnesota colleges and universities.

Agreements have been made with the following colleges/universities for students who complete the MnTC and/or the Associate in Arts degree at Anoka-Ramsey and meet the individual college's entrance requirements.

- All Minnesota State institutions
- University of Minnesota System

Students who complete the Minnesota Transfer Curriculum at one participating school and transfer to another participating school have fulfilled the lower-division general education requirements for that school.

Individual course MnTC goals are determined by the originating Minnesota State institution.

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Anoka-Ramsey Community College has joint admission agreements with several colleges in Minnesota. A brief description of each program is listed below.

For further information concerning the joint admission programs, contact the Office of Records and Registration.

Minnesota Cooperative Admissions Program (MnCAP)

The Minnesota Cooperative Admissions Program (MnCAP) is a cooperative arrangement between the University of Minnesota-Twin Cities and the Minnesota State system to facilitate the transfer of students from Minnesota's public two-year campuses to the College of Biological Studies (CBS), College of Design (CD) (Housing Studies only), College of Education and Human Development (CEHD) (Family Social Science only), College of Food, Agricultural and Natural Resource Sciences (CFANS), College of Liberal Arts (CLA), and the Institute of Technology (IT) at the University of Minnesota-Twin Cities campus.

Under this agreement, students who are not offered admission to the University of Minnesota and choose to enroll in one of the seven metro area community colleges will be assured admission to one of the U of M participating colleges when they meet certain conditions. Students will work with designated staff from one of the community colleges and the University's Office of Admissions to define the specific conditions for transfer.

Joint Admission with St. Cloud State University

Joint admission between Anoka-Ramsey Community College and St. Cloud State University allows students at Anoka-Ramsey to apply and be admitted to SCSU as they enter their first two years of college and be "guaranteed" admission to SCSU. The agreement states that SCSU will treat students admitted under joint admission as though they had been at SCSU their entire college career. Joint admission does assume that students will complete the Associate in Arts degree.

Joint Admission Program with the University of Minnesota-Duluth Engineering Programs

An agreement between Anoka-Ramsey and the University of Minnesota-Duluth in the engineering programs assures students priority in the admission selection process. Students may be admitted simultaneously to Anoka-Ramsey and UMD's Swenson College of Science and Engineering.

Students interested in UMD's joint admission program need only apply and indicate engineering as the intended course of study. The application will be reviewed by UMD to determine if the freshman admission criteria have been met. UMD's Admissions Office will notify students of their status.

Many transfer agreements exist that simplify transfer procedures for students and allow for transfer of credits from Anoka-Ramsey to other colleges or universities.

However, some coursework or exams (such as CLEP, credit by exam, or DANTES), completed as part of the MnTC requirements, may not be accepted for credit by the University of Minnesota or other institutions.

Transfer Agreement with Metropolitan State University: Business Degrees

The articulation agreement between Anoka-Ramsey Community College and Metropolitan State University allows Business career program students to transfer business and general education credits to Metropolitan State University's four-year degree program majors in Accounting, Management, Marketing or General Business Management. To qualify for transfer, students must earn an AAS degree in Accounting, Management, Marketing or Office Management at Anoka-Ramsey Community College.

Minnesota State System Statewide Nursing Articulation Agreement

This articulation agreement ensures seamless educational mobility between the AS in Nursing degree received at Anoka-Ramsey Community College and a BSN from a Minnesota State four-year university. The AS degree transfers to the baccalaureate institution as a whole package of nursing major and supporting courses. The candidate for transfer must have current licensure as an RN in Minnesota and an AS degree in Nursing with a GPA of 2.5 or higher. While each baccalaureate institution will have its own graduation requirements, articulating registered nursing students should not be required to complete more total credits for the degree than generic baccalaureate students. Although this articulation agreement formally encompasses only Minnesota State institutions, most non-Minnesota State baccalaureate nursing programs in Minnesota honor the intent of the articulation agreement. Students should confirm transferability with non-Minnesota State institutions.

Transfer Agreement with University of Minnesota: Institute of Technology

The transfer agreement between Anoka-Ramsey Community College and the University of Minnesota allows students to transfer into the Institute of Technology, which includes the following majors: Aerospace Engineering, Astrophysics, Biomedical Engineering, Biosystems and Agricultural Engineering, Chemical Engineering, Chemistry, Civil Engineering, Computer Engineering, Computer Science, Electrical Engineering, Geological Engineering, Geology/Geo-physics, Materials Science Engineering, Mathematics, Mechanical Engineering, Physics, and Statistics.

Transfer Agreement with University of Minnesota-Duluth: Swenson College of Science and Engineering

The transfer agreement between Anoka-Ramsey Community College and the University of Minnesota-Duluth allows students to transfer into the following majors of the Swenson College of Science and Engineering: Chemical Engineering, Electrical and Computer Engineering, and Industrial Engineering.

Transfer Agreement with Minnesota State University, Mankato: College of Science, Engineering, and Technology

The transfer agreement between Anoka-Ramsey Community College and the Minnesota State University, Mankato allows students to transfer into the following majors of the College of Science, Engineering, and Technology: Electrical Engineering, Mechanical Engineering, Electrical Engineering Technology, Automotive Engineering Technology, and Manufacturing Engineering Technology.

Transfer Agreement with St. Cloud State University

The transfer agreement between Anoka-Ramsey Community College and St. Cloud State University allows students to transfer into the following majors of the College of Science and Technology: Computer Engineering, Electrical Engineering, Manufacturing Engineering, and Mechanical Engineering. A transfer agreement is also in place for the AS in broadfield Health Sciences.

Transfer Agreement with Winona State University

The transfer agreement between Anoka-Ramsey Community College and Winona State University allows students to transfer into the following major of the College of Science and Engineering: Composite Materials Engineering.

Other agreements are in progress with other Minnesota colleges and universities. Students should meet with a counselor or advisor for more information.

Bachelor & Graduate Degrees Offered at Anoka-Ramsey

Anoka-Ramsey has expanded students' access to four-year and graduate degrees by bringing programs from other institutions to its Coon Rapids and Cambridge Campuses. Course options include partnerships with Bemidji State University, Metropolitan State University and Minnesota State University Moorhead.

For additional information on current programs offerings, visit http://www.anokaramsey.edu/academics/degrees-certificates/bachelorgraduate-degrees/.

Programs

Business Administration
(Coon Rapids Campus)
B.S. degree program by Metropolitan State University
B.S. degree program by Bemidji State University

Nursing
(Cambridge Campus)
B.S. degree program Bemidji State University
(Coon Rapids Campus)
BSN degree program by Metropolitan State University

MANE Nursing RN to BSN
(Cambridge or Coon Rapids Campus)
Dual enrollment

Special Education
(Cambridge Campus)
B.S. leading to E/BD licensure by Minnesota State University Moorhead

Fastrack License for Secondary Certification
(Coon Rapids Campus and online)
B.S. by Bemidji State University

Teacher Education K-8 License, DLITE
(Coon Rapids Campus)
B.S. in Elementary Education by Bemidji State University

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All of the following competencies are included in our lower-division general education curriculum. There are ten goal areas.

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

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

3. **Natural Sciences:**
   To improve students' understanding of natural science principles and of the methods of scientific inquiry, e.g., the ways in which scientists investigate natural science phenomena. As a basis for life-long learning, students need to know the vocabulary of science and to realize that, while a set of principles has been developed through 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. Students are encouraged to study both the biological and physical sciences.

4. **Mathematical/Logical Reasoning:**
   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. Minnesota's public higher education systems have agreed that developmental mathematics includes the first three years of a high school mathematics sequence through intermediate algebra.

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

6. **The Humanities and Fine Arts:**
   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. Students should have experiences in both the arts and humanities.

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

8. **Global Perspective:**
   To increase students' understanding of the growing interdependence of nations and peoples and develop their ability to apply a comparative perspective to cross-cultural social, economic, and political experiences.

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

10. **People and the Environment:**
    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.

The following pages list Anoka-Ramsey courses that are acceptable in each goal area. Updated lists are available on both campuses, and online at: http://www.anokaramsey.edu/academics/minnesota-transfer-curriculum/

AnokaRamsey.edu

The Minnesota Transfer Curriculum (MnTC) is an agreement between Anoka-Ramsey Community College, MnSCU schools, and the University of Minnesota. The MnTC will transfer as a "package" to any MnSCU system school, the University of Minnesota system, and some private schools upon completion and documentation on students' transcript which will be updated at the end of each term. Students must **fulfill the 10 goal areas**, **complete 40 credits from those listed below and maintain a cumulative GPA of 2.0 in all MnTC courses. Grades of A, B, C, D, are accepted in the MnTC.** Courses with a superscript (e.g.: ENGL 1121[2]) satisfy more than one goal area. The credits are only counted once towards the 40-credit requirement. The number of credits is noted in parenthesis next to the course.

Goal 1: Communications. Two courses required: one from A & one from B.

A. Written (one course required):	B. Oral (One course required):	C. Other (no course required, but counts toward 40 cr):
ENGL 1120[2] *Crosscurrent College Writing & Critical Reading* (4) ENGL 1121[2] *College Writing & Critical Reading* (4)	CMST 1110[2] *Intro to Communication* (3) CMST 2215[2] *Public Speaking* (3) CMST 2220[7] *Interpersonal Comm* (3)	CMST 2251[2] *Small Group Communication* (3) ENGL 1104[2] *Technical Writing* (3) ENGL 2241[6] *Introduction to Creative Writing* (3) ENGL 2251[6] *Introduction to Creative Writing for Stage & Screen* (3) ENGL 2261[6] *Creative Non-Fiction Writing* (3) ENGL 2262[6] *Poetry Writing* (3) ENGL 2263[6] *Fiction Writing* (3) ENGL 2271[6] *Introduction to Creative Writing for Children & Young Adults* (3) MCOM 2121 *Media Writing* (3) MCOM 2131 *Reporting, Writing & Editing for Online Publication* (3)

Goal 2: Critical Thinking. Three courses required.

BIOL 1171[3]	*Seminar in the Biological Sciences* (3)	MCOM 1100[9]	*Introduction to Mass Communication (3)*
CHEM 1061[3]	*Principles of Chemistry I* (4)	NATS 1171[3]	*Seminar in the Biological Sciences* (3)
CHEM 1062[3]	*Principles of Chemistry II* (4)	PHIL 1101[6]	*Introduction to Philosophy* (3)
CMST 1100[9]	*Introduction to Mass Communication (3)*	PHIL 1105[4]	*Introduction to Logic & Critical Reasoning* (3)
CMST 1110[1]	*Introduction to Communication* (3)	PSYC 1115	*Stress Management* (3)
CMST 2215[1]	*Public Speaking* (3)	PSYC 1130	*Parenting Psychology* (3)
CMST 2251[1]	*Small Group Communication* (3)	PSYC 1135[7]	*Understanding Autism Spectrum Disorders* (2)
ECON 1100[5]	*Introduction to the American Economy* (3)	PSYC 2210[5]	*Introduction to Research Methods* (3
ECON 2205[5]	*Principles of Macroeconomics* (3)	PSYC 2257[9]	*Psychology & the Media* (3)
ECON 2206[5]	*Principles of Microeconomics* (3)	PSYC 2260[5]	*Social Psychology* (3)
ENGL 1104[1]	*Technical Writing* (3)	PSYC 2265	*Educational Psychology* (3)
ENGL 1120[1]	*Crosscurrent College Writing & Critical Reading* (4)	PSYC 2270[5]	*Theories of Personality* (3)
ENGL 1121[1]	*College Writing & Critical Reading* (4)	SOC 1111[5]	*General Sociology* (3)
HIST 1141[5]	*Ancient & Medieval World History* (4)	SOC 2221[9]	*Social Problems* (3)
HIST 2262[5]	*History of Britain in the Middle Ages* (3)	SOC 2260[5]	*Social Psychology* (3)
HIST 2282[5]	*Warfare in the Ancient & Medieval World (3)*	SOCS 1172[9]	*Honors Seminar on Leadership* (3)
INTS 1000	*First-Year Experience* (2)	STSK 1102[2]	*How to Study and Think Critically* (2)
		THTR 1101[6]	*Introduction to the Theatre* (3)

Goal 3: Natural Sciences. One **Physical Science** course required, one **Biological Science** course required. One of these must have a **lab**. Lab is denoted with an asterisk (*).

Physical Sciences (One course required):		Biological Sciences (One course required):	
CHEM 1020*	*Interpretive Chemistry* (4)	BIOL 1100*	*Unifying Concepts in Biology* (4)
CHEM 1050*	*Fundamentals of General, Organic and Biological Chemistry* (3)	BIOL 1103[10]*	*Environmental Science Lecture* (3)
CHEM 1061[2]*	*Principles of Chemistry I* (4)	BIOL 1104	*The Human Body-Structure & Function* (4)
CHEM 1062[2]*	*Principles of Chemistry II* (4)	BIOL 1106*	*Principles of Biology I* (4)
NATS 1001	*Astronomy* (3)	BIOL 1107*	*Principles of Biology II* (4)
NATS 1003*	*Geology* (4)	BIOL 1108[7]	*Biology of Women* (3)
NATS 1005*	*Meteorology (4)*	BIOL 1110[9]*	*Field Biology* (3)
PHYS 1007*	*Elementary Physics* (4)	BIOL 1133*	*Environment Science lab* (1) [*Formerly BIOL 1103L]
PHYS 1317*	*General Physics I* (5)	BIOL 1171[2]	*Seminar in the Biological Sciences* (3)
PHYS 1318*	*General Physics II* (5)	BIOL 2113*	*Human Anatomy & Physiology I* (4)
PHYS 1327*	*College Physics I* (6)	BIOL 2114*	*Human Anatomy & Physiology II* (4)
PHYS 1328*	*College Physics II* (6)	BIOL 2201*	*Microbiology* (4)
		BIOL 2202*	*Genetics* (4)
		BIOL 2206*	*Animal Biology* (4)
		BIOL 2207*	*Plant Biology* (4)
		BIOL 2208*	*Cell Biology* (4)
		BIOL 2209*	*General Ecology* (4)
		NATS 1171[2]	*Seminar in the Biological Sciences* (3)
		WOST 1108[7]	*Biology of Women* (3)

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Goal 4: Mathematical / Logical Reasoning. One course required.

MATH 1100	*Math for Liberal Arts* (3)	
MATH 1110	*Introduction to Statistics (last offered summer 2017)* (3)	
MATH 1114	*Introduction to Statistics (offered beginning fall 2017)* (3)	
MATH 1120	*Math for Educational Arts* (3)	
MATH 1200	*College Algebra I* (3)	
MATH 1201	*College Algebra II & Trigonometry* (4)	

MATH 1210	*Pre-Calculus* (5)
MATH 1310	*Survey of Calculus* (3)
MATH 1400	*Calculus I* (5)
MATH 1401	*Calculus II* (5)
PHIL 1105[2]	*Introduction to Logic and Critical Reasoning* (3)

Goal 5: History and the Social and Behavioral Sciences. Two courses required; one from each of two categories.

A.   Economics / Geography:

ECON 1100[2]	*Introduction to the American Economics* (3)
ECON 2205[2]	*Principals of Macroeconomics* (3)
ECON 2206[2]	*Principals of Microeconomics* (3)
GEOG 1101[10]	*Geography of the U.S.* (3)
GEOG 1102[8]	*Introduction to Geography* (3)
GEOG 1103[10]	*Physical Geography* (3)
GEOG 1106[8]	*World Regional Geog* (3)
GEOG 1108[10]	*Minnesota Geography* (3)

B.   Anthropology / Psychology / Sociology

ANTH 2201[8]	*Introduction to Cultural Anthropology* (3)
ANTH 2202[10]	*Introduction to Physical Anthropology* (3)
ANTH 2251[10]	*Environmental Anthropology* (3)
ANTH 2261[8]	*Principles of Archaeology* (3)
INTS 1200[7]	*Introduction to Diversity Studies* (3)
PSYC 1108	*Death and Dying* (3)
PSYC 1110[7]	*General Psychology* (4)
PSYC 1135[7]	*Understanding Autism Spectrum Disorders* (2)
PSYC 1145	*Positive Psychology: The Study of Happiness and Well-Being* (3)
PSYC 2110[2]	*Introduction to Research Methods* (3)
PSYC 2120[7]	*Psychology of Women* (3)
PSYC 2215[8]	*Child & Adolescent Development* (3)
PSYC 2225[8]	*Adult Development (3)*
PSYC 2235[8]	*Lifespan Development* (4)
PSYC 2250[9]	*Abnormal Psychology* (3)
PSYC 2260[2]	*Social Psychology* (3)
PSYC 2270[2]	*Theories of Personality* (3)
SOC 1102[7]	*Relationships, Marriage and the Family* (3)
SOC 1104[7]	*Human Sexuality in Society* (3)
SOC 1108	*Death and Dying* (3)
SOC 1111[2]	*General Sociology* (3)
SOC 1145[7]	*Gender in Society* (3)
SOC 2207[7]	*Sociology of Power* (3)
SOC 2260[2]	*Social Psychology* (3)
SOC 2261[9]	*Introduction to Crime and Criminology* (3)
SOC 2262[9]	*Juvenile Delinquency and Justice* (3)
WOST 1145[7]	*Gender in Society* (3)
WOST 2120[7]	*Psychology of Women* (3)

C.   History / Political Science:

HIST 1101	*Minnesota History* (3)
HIST 1103[8]	*Contemporary World History* (3)
HIST 1110[8]	*World War II* (3)
HIST 1111[8]	*Modern World Civilizations I* (4)
HIST 1121[8]	*Modern World Civilizations II* (4)
HIST 1141[2]	*Ancient and Medieval World History* (4)
HIST 1160[8]	*History of Africa* (4)
HIST 2211[9]	*U.S. History I* (4)
HIST 2221[9]	*U.S. History II* (4)
HIST 2242[7]	*History of Women in Modern America* (3)
HIST 2262[2]	*History of Britain in the Middle Ages* (3)
HIST 2280[8]	*History of Immigration and Ethicity in the U.S. (4)*
HIST 2282[2]	*War in Ancient and Medieval World (3)*
POLS 1111[9]	*American Politics and Government* (3)
POLS 1121[9]	*State and Local Politics and Government* (3)
POLS 1131[8]	*World Politics* (3)
POLS 1141[10]	*Environmental Politics* (3)
POLS 2202[7]	*Public Issues* (3)
POLS 2220[8]	*International Law and Human Rights* (3)
POLS 2225[9]	*Constitutional Law* (3)
POLS 2245[9]	*Political Ideas and Ideologies* (3)
WOST 2242[7]	*History of Women in America* (3)

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Goal 6: The Humanities & Fine Arts. Two courses required; one from each of two categories.

A. Literature

ENGL 2202[7]	*Introduction to the Study of Literature* (3)
ENGL 2203[7]	*The Novel* (3)
ENGL 2204[7]	*Short Stories* (3)
ENGL 2207[7]	*Drama* (3)
ENGL 2208[7]	*Poetry* (3)
ENGL 2209[7]	*Children's Literature* (3)
ENGL 2210[8]	*Global Literature* (3)
ENGL 2215	*Special Topics in Lit* (3)
ENGL 2220	*British Literature to 1800* (3)
ENGL 2225	*British Literature since 1800* (3)
ENGL 2230[7]	*American Literature to 1865* (3)
ENGL 2235[7]	*American Literature since 1865* (3)
ENGL 2241[1]	*Introduction to Creative Writing* (3)
ENGL 2251[1]	*Introduction to Creative Writing for Stage and Screen* (3)
ENGL 2261[1]	*Creative Nonfiction Writing* (3)
ENGL 2262[1]	*Poetry Writing* (3)
ENGL 2263[1]	*Fiction Writing* (3)
ENGL 2271[1]	*Introduction to Creative Writing for Children and Young Adults* (3)

B. Humanities / Philosophy

CHIN 1111[8]	*Introduction to Chinese Culture* (3)
FREN 1111[8]	*Introduction to French Culture* (3)
GERM 1111[8]	*Introduction to German Culture* (3)
HUM 1111[8]	*Spanish and Latin American Culture: Pre-Columbia Civilizations* (3)
HUM 1112[8]	*Spanish and Latin American Culture: Conquest to present* (3)
HUM 1130[8]	*Humanities Symposia* (1-2)
HUM 1141[8]	*Humanities in the Age of Enlightenment* (3)
HUM 1151[8]	*Humanities in the Era of Romanticism & Realism* (3)
HUM 1161[8]	*Humanities in the Modern to Post-Modern World* (3)
HUM 1171[8]	*Honors Seminar* (3)
HUM 1172	*Honors Experience* (3)
HUM 1211[8]	*Introduction to German Culture* (3)
HUM 1311[8]	*Introduction to French Culture* (3)
HUM 1411[8]	*Introduction to Chinese Culture* (3)
HUM 2231[8]	*Introduction to Africa* (3)
HUM 2232[7]	*Women in Western Civilization* (3)
HUM 2233[7]	*Women in American Culture* (3)
HUM 2234[8]	*Women in a Global Perspective* (3)
HUM 2241[8]	*Heritage of the Western World I: Greek World* (3)
HUM 2251[8]	*Heritage of the Western World II: Rome & Christianity* (3)
HUM 2261[8]	*Heritage of the Western World III: Medieval World* (3)
HUM 2271[8]	*Heritage of the Western World IV: Renaissance & Reformation* (3)
PHIL 1101[2]	*Introduction to Philosophy* (3)
PHIL 1110[9]	*Introduction to Ethics* (3)
PHIL 1115[8]	*Comparative World Religions* (3)
PHIL 1200[9]	*Medical Ethics* (3)
SPAN 1111[8]	*Spanish and Latin American Culture: Pre-Columbian Civilizations* (3)
SPAN 1112[8]	*Spanish and Latin American Culture: Conquest to present* (3)
WOST 2233[7]	*Women in American Culture* (3)
WOST 2234[8]	*Women in Global Perspective* (3)

C. Art / Music / Theatre

ART 1100[8]	*Introduction to Art* (3)
ART 1107[8]	*Art History I* (3)
ART 1108[8]	*Art History II* (3)
ART 1115	*Design I-Basic Visual Theory* (3)
ART 1116	*Design II: Color Theory* (3)
ART 1117	*3D Design* (3)
ART 1121	*Stained Glass I* (3)
ART 1122	*Stained Glass II* (3)
ART 1131	*Glass Blowing I* (3)
ART 1132	*Glass Blowing II* (3)
ART 1141	*Drawing I* (3)
ART 1142	*Drawing II* (3)
ART 1143	*Intro to Figure Drawing* (1)
ART 1144	*Watercolor I* (3)
ART 1145	*Watercolor II* (3)
ART 1150	*Graphic Design I* (3)
ART 1155	*Digital Photography I* (3)
ART 1161	*Sculpture I* (3)
ART 1162	*Sculpture II* (3)
ART 1165	*Photography I* (3)
ART 1166	*Photography II* (3)
ART 1170	*Digital Imaging I* (3)
ART 1172	*New Media Design I* (3)
ART 1241	*Painting I* (3)
ART 1242	*Painting II* (3)
ART 1251	*Ceramics: Beginning Wheel-Throwing* (3)
ART 1252	*Ceramics: Intermediate Wheel-Throwing* (3)
ART 1281	*Ceramics: Beginning Handbuilding* (3)
ART 1290	*Introduction to Print Making* (3)
ART 2165	*Digital Photography II* (3)
MUSC 1100	*Music Appreciation* (3)
MUSC 1102	*Class Guitar* (3)
MUSC 1103	*Class Piano* (3)
MUSC 1104	*Fundamentals of Music* (3)
MUSC 1106	*Concert Band* (1)
MUSC 1107	*String Orchestra* (1)
MUSC 1108	*Concert Choir* (1)
MUSC 1109	*Singing 101* (3)
MUSC 1110[7]	*Rock & Roll History* (3)
MUSC 1111[7]	*Jazz History* (3)
MUSC 1112	*Introduction to Songwriting* (3)
MUSC 1116	*Music Theory I* (3)
MUSC 1132	*Music in Film, Television and Gaming* (3)
MUSC 1145	*World Drumming Ensemble* (1)
MUSC 1146	*Jazz Ensemble* (1)
MUSC 1148	*Chamber Singers* (1)
MUSC 1149	*Guitar Ensemble* (1)
MUSC 1188	*Chorale* (1)
MUSC 2135	*Music Therapy, Techniques & Materials* (2-3)
MUSC 2201[8]	*Music History & Literature I* (3)
MUSC 2202[8]	*Music History & Literature II* (3)
THTR 1101[2]	*Introduction to the Theatre* (3)
THTR 1120	*History of Comedy* (3)
THTR 2205	*Acting Movement* (3)
THTR 2206	*Acting Vocal* (3)
THTR 2211	*Stagecraft* (3)
THTR 2220	*Play Directing* (3)
THTR 2230	*Survey of Drama* (3)

Goal 7: Human Diversity. One course required.

BIOL 1108[3]	Biology of Women (3)
CHIN 1101[8]	Beginning Chinese Language & Culture I (4)
CHIN 1102[8]	Beginning Chinese Language & Culture II (4)
CHIN 2201[8]	Intermediate Chinese Language and Culture I (4)
CHIN 2202[8]	Intermediate Chinese Language and Culture II (4)
CMST 2210[8]	Intercultural Communications (3)
CMST 2220[1]	Interpersonal Communication (3)
ENGL 2202[6]	Intro to the Study of Literature (3)
ENGL 2203[6]	The Novel (3)
ENGL 2204[6]	Short Stories (3)
ENGL 2207[6]	Drama (3)
ENGL 2208[6]	Poetry (3)
ENGL 2209[6]	Children's Literature (3)
ENGL 2230[6]	American Literature to 1865 (3)
ENGL 2235[6]	American Literature since 1865 (3)
FREN 1101[8]	Beginning French Language and Culture I (5)

FREN 1102[8]	Beginning French Language and Culture II (4)
FREN 2201[8]	Intermediate French Language and Culture I (4)
FREN 2202[8]	Intermediate French Language and Culture II (4)
GERM 1101[8]	Beginning German Language and Culture I (5)
GERM 1102[8]	Beginning German Language and Culture II (4)
GERM 2201[8]	Intermediate German Language and Culture I (4)
GERM 2202[8]	Intermediate German Language and Culture II (4)
HIST 2240[9]	America in the Vietnam Era (3)
HIST 2242[5]	History of Women in Modern America (3)
HIST 2280[5]	History of Immigration and Ethnicity in the U.S. (4)
HUM 2232[6]	Women in Western Civilization (3)
HUM 2233[6]	Women in American Culture (3)
INTS 1200[5]	Intro to Diversity Studies (3)
MUSC 1101[8]	Introduction to World Music (3)
MUSC 1110[6]	Rock and Roll History (3)
MUSC 1111[6]	Jazz History (3)
POLS 2202[5]	Public Issues (3)
PSYC1110[5]	Psychology (4)

PSYC 1135[2]	Understanding Autism Spectrum Disorders (2)
SOC 1102[5]	Relationships, Marriage and Family (3)
SOC 1104[5]	Human Sexuality in Society (3)
SOC 1145[5]	Gender in Society (3)
SOC 2207[5]	Sociology of Power (3)
SPAN 1101[8]	Beginning Spanish Language and Culture I (5)
SPAN 1102[8]	Beginning Spanish Language and Culture II (5)
SPAN 2201[8]	Intermediate Spanish Language and Culture I (4)
SPAN 2202[8]	Intermediate Spanish Language and Culture II (4)
WOST 1100[9]	Introduction to Women's & Gender Studies (3)
WOST 1108[3]	Biology of Women (3)
WOST 1145[5]	Gender in Society (3)
WOST 2120[5]	Psychology of Women (3)
WOST 2233[6]	Women in American Culture (3)
WOST 2242[5]	History of Women in Modern America (3)

Goal 8: Global Perspective. One course required.

ANTH 2201[5]	Introduction to Cultural Anthropology (3)
ANTH 2261[5]	Principles of Archaeology (3)
ART 1100[6]	Introduction to Art Appreciation (3)
ART 1107[6]	Art History I (3)
ART 1108[6]	Art History II (3)
ASL 1101	American Sign Language and Culture I (4)
ASL 1102	American Sign Language and Culture II (4)
ASL 2201	American Sign Language and Culture III (4)
ASL 2202	American Sign Language and Culture IV (4)
CHIN 1101[7]	Beginning Chinese Language and Culture I (4)
CHIN 1102[7]	Beginning Chinese Language and Culture II (4)
CHIN 1111[6]	Introduction to Chinese Culture (3)
CHIN 2201[7]	Intermediate Chinese Language and Culture I (4)
CHIN 2202[7]	Intermediate Chinese Language and Culture II (4)
CMST 2210[7]	Intercultural Communications (3)
ENGL 2210[6]	Global Literature (3)
FREN 1101[7]	Beg French Language and Culture I (5)
FREN 1102[7]	Beg French Language and Culture II (4)
FREN 1111[6]	Introduction to French Culture (3)
FREN 2201[7]	Intermediate French Language and Culture I (4)
FREN 2202[7]	Intermediate French Language and Culture II (4)
GEOG 1102[5]	Intro to Human Geography (3)
GEOG 1106[5]	World Regional Geography (3)

GERM 1101[7]	Beginning German Language and Culture I (5)
GERM 1102[7]	Beginning German Language and Culture II (4)
GERM 1111[6]	Introduction to German Culture (3)
GERM 2201[7]	Intermediate German Language and Culture I (4)
GERM 2202[7]	Intermediate German Language and Culture II (4)
HIST 1103[5]	Contemporary World History (3)
HIST 1110[5]	World War II (3)
HIST 1111[5]	Modern World Civilizations I (4)
HIST 1121[5]	Modern World Civilizations II (4)
HIST 1160[5]	History of Africa (4)
HUM 1111[6]	Spanish and Latin American Culture: Pre-Columbian Civilizations (3)
HUM 1112[6]	Spanish and Latin American Culture Conquest to present (3)
HUM 1130[6]	Humanities Symposia (1-2)
HUM 1141[6]	Humanities in the Age of Enlightenment (3)
HUM 1151[6]	Humanities in the Era of and Realism (3)
HUM 1161[6]	Humanities in Modern to Post-Modern World (3)
HUM 1171[6]	Honors Seminar (3)
HUM 1211[6]	Introduction to German Culture (3)
HUM 1311[6]	Introduction to French Culture (3)
HUM 1411[6]	Introduction to Chinese Culture (3)
HUM 1511[9]	Introduction to Islam and Culture (3)
HUM 2231[6]	Introduction to Africa (3)
HUM 2234[6]	Women in a Global Perspective (3)
HUM 2241[6]	Heritage of the West World I (3)

HUM 2251[6]	Heritage of the Western World II (3)
HUM 2261[6]	Heritage of the Western World III (3)
HUM 2271[6]	Heritage of the Western World IV (3)
MUSC 1101[7]	Introduction to World Music (3)
MUSC 1145[6]	World Drumming Ensemble (1)
MUSC 2201[6]	Music History and Literature I (3)
MUSC 2202[6]	Music History and Literature II (3)
PHIL 1115[6]	Comparative World Religions (3)
PHIL 1180[9]	Introduction to Social and Political Philosophy (3)
POLS 1131[5]	World Politics (3)
POLS 2220[5]	International Law and Human Rights (3)
PSYC 2215[5]	Child and Adolescent Dev (3)
PSYC 2225[5]	Adult Development (3)
PSYC 2235[5]	Lifespan Development (4)
SPAN 1101[7]	Beginning Spanish and Culture I (5)
SPAN 1102[7]	Beginning Spanish Language and Culture II (5)
SPAN 1111[6]	Spanish and Latin American Culture: Pre-Columbian Civilizations (3)
SPAN 1112[6]	Spanish and Latin American Culture: Conquest to Present (3)
SPAN 2201[7]	Intermediate Spanish Language and Culture I (4)
SPAN 2202[7]	Intermediate Spanish Language and Culture II (4)
WOST 2234[6]	Women in Global Perspective (3)

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COMMUNITY COLLEGE

Goal 9: Ethical & Civic Responsibility. One course required.

BIOL 1110[3]	*Field Biology* (3)
CMST 1100[2]	*Introduction to Mass Communication (3)*
HIST 2211[5]	*U.S. History I* (4)
HIST 2221[5]	*U.S. History II* (4)
HIST 2240[7]	*America in the Vietnam Era* (3)
HUM 1511[8]	*Introduction to Islam and Culture* (3)
MCOM 1100[2]	*Introduction to Mass Communication (3)*
PHIL 1110[6]	*Introduction to Ethics* (3)
PHIL 1120[10]	*Environmental Ethics (3)*
PHIL 1180[8]	*Introduction to Social and Political Philosophy* (3)
PHIL 1200[6]	*Medical Ethics (3)*
POLS 1111[5]	*American Politics and Government* (3)
POLS 1121[5]	*State and Local Politics and Government (3)*
POLS 2225[5]	*Constitutional Law* (3)
POLS 2245[5]	*Political Ideas & Ideologies* (3)
PSYC 2250[5]	*Abnormal Psychology* (3)
PSYC 2257[2]	*Psychology and the Media* (3)
SOC 2221[2]	*Social Problems* (3)
SOC 2261[5]	*Introduction to Crime & Criminology* (3)
SOC 2262[5]	*Juvenile Delinquency & Justice* (3)
SOCS 1172[2]	*Honors Seminar on Leadership* (3)
WOST 1100[7]	*Introduction to Women's and Gender Studies* (3)

Goal 10: People & the Environment. One course required.

ANTH 2202[5]	*Introduction to Physical Anthropology (3)*
ANTH 2251[5]	*Environmental Anthropology (3)*
BIOL 1103[3]	*Environmental Science (3)*
GEOG 1101[5]	*Geography of the United States (3)*
GEOG 1103[5]	*Physical Geography (3)*
GEOG 1108[5]	*Minnesota Geography (3)*
NATS 1051	*Energy Issues and Solutions (2)*
PHIL 1120[9]	*Environmental Ethics (3)*
POLS 1141[5]	*Environmental Politics (3)*

Programs of Study

Each degree and certificate program offered at Anoka-Ramsey Community College has specific required curriculum, which is clearly defined in the individual program guide sheets listed on the following pages. Students are encouraged to meet with a counselor or advisor to assist them in planning their course of study.

AnokaRamsey.edu

Associate in Arts
Associate in Arts (AA) Degree Program

General Education/MnTC 40
Elective Credits 17
Wellness Requirement 3
TOTAL CREDITS 60

Program Information

This degree is intended to constitute the first two years of a baccalaureate degree program. Transferability of courses from Anoka-Ramsey Community College (ARCC) to public higher education systems in Minnesota is enhanced by transfer agreements that are in place. Transfer standards and procedures adopted by all the public higher education systems in Minnesota insure students' transfer rights. Listings of available courses to satisfy the areas of the Minnesota Transfer Curriculum are available online and in the academic advising office. For assistance in program planning, or to explore additional transfer options, students should schedule a time to meet with an academic advisor. This degree may transfer in part or in its entirety to baccalaureate institutions. Students should meet with a representative of the transfer institution when planning their program.

Program Goals

By completing this program, students will achieve the following learning goals:
1. Develop writers and speakers who use the English language effectively and who read, write, speak, and listen critically;
2. Develop thinkers who are able to unify factual, creative, rational, and value-sensitive modes of thought;
3. 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;
4. Increase students' knowledge about mathematical and logical modes of thinking;
5. 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;
6. 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;
7. 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;
8. Increase students' understanding of the growing interdependence of nations and people and develop their ability to apply a comparative perspective to cross-cultural social, economic, and political experiences;
9. Develop students' capacity to identify, discuss, and reflect upon the ethical dimensions of political, social, and personal life and to understand the ways in which they can exercise responsible and productive citizenship;
10. Improve students' understanding of today's complex environmental challenges; and
11. Improve students' awareness and understanding of issues related to personal wellness.

Developmental Courses

Some students may need preparatory courses in the areas of English, mathematics, or reading. Courses numbered below 1000 will not apply toward this degree.

Completion Requirements

- A minimum of 60 semester credits in courses numbered 1000 or above.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- Satisfy residency requirements. See page 26.
- Completion of specific degree requirements.
- To receive your diploma, you must apply to graduate.
- The requirements of this program are subject to change without notice.

General Education/MnTC Requirements - 40 credits

Distribution requirements are satisfied through completion of the Minnesota Transfer Curriculum (MnTC) listed below. These criteria must be met to complete the MnTC:

1. All ten goal areas listed below must be completed.
2. A total of at least 40 semester credits from courses listed in the MnTC must be satisfactorily completed. One course may satisfy more than one goal area, but the course credits may be counted only once.
3. A 2.0 MnTC GPA is required for recognition of a student's completion of the entire Minnesota Transfer Curriculum, with or without completing an associate degree.

- ☐ 1. Communication (*two courses required; one for A and one from B*)
  - ☐ A. ENGL 1120 **OR** 1121♦...4
  - ☐ B. CMST 1110 **OR** CMST 2215 **OR** CMST 2220............3
- ☐ 2. Critical Thinking (*three courses required*)
- ☐ 3. Natural Science (*one must include a lab*)
  - ☐ One Physical Science course required
  - ☐ One Biological Science course required
- ☐ 4. Mathematical/Logical Reasoning (*one course required*)
- ☐ 5. History/Social/Behavioral Sciences
  (*two courses required; one from each of two categories*)
  - ☐ A. Economics/Geography
  - ☐ B. Anthropology/Psychology/Sociology
  - ☐ C. History/Political Science
- ☐ 6. Humanities/Fine Arts
  (*two courses required; one from each of two categories*)
  - ☐ A. Literature
  - ☐ B. Humanities/Philosophy
  - ☐ C. Art/Music/Theatre
- ☐ 7. Human Diversity (*one course required*)
- ☐ 8. Global Perspective (*one course required*)
- ☐ 9. Ethical/Civic Responsibility (*one course required*)
- ☐ 10. People and the Environment (*one course required*)

Elective Credit Requirements: 17 credits

The balance of the 60 semester credits for the degree may be met by taking college-level coursework appropriate to the student's transfer program.

Wellness Requirements: 3 credits

Complete either 1 or 2 below:
- ☐ 1. Three credits from any two Health, Physical Education, or Recreation (HPER) courses.
- ☐ 2. HPER 1120

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY COMMUNITY COLLEGE

AnokaRamsey.edu

Art Emphasis
Associate in Arts (AA) Degree Program

Program Requirements 17
General Education/MnTC 40
Wellness Requirement 3
Total Credits 60

Program Information

This degree is intended to constitute the first two years of a baccalaureate degree program. In addition to lower division introductory coursework in art, the 40 credit Minnesota Transfer Curriculum (MnTC) is completed within the degree to facilitate easy transfer. For assistance in program planning, or to explore additional transfer options, students should schedule a time to meet with an academic advisor. This degree may transfer in part or in its entirety to baccalaureate institutions. Students should meet with a representative of the transfer institution when planning their program.

Program Goals

By completing this program, students will achieve the following learning goals:
1. Articulate knowledge of the historical and contemporary trends in art and design, including individual artists, styles and art movements;
2. Demonstrate an ability to express design concepts in a physical/visual format that is both coherent and consistent;
3. Demonstrate an ability to execute drawings that demonstrate technical competence while also expressing an idea or mood; and
4. Evaluate the quality and success of a work of art. This includes evaluation of their own work as well as work done by another artist.

Developmental Courses

Some students may need preparatory courses in the areas of English, mathematics, or reading. Courses numbered below 1000 will not apply toward this degree.

Completion Requirements

- A minimum of 60 semester credits in courses numbered 1000 or above.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- A minimum cumulative grade point average (GPA) of 2.0 in all MnTC courses.
- Satisfy residency requirements. See page 26.
- Completion of specific degree requirements. Students may earn only one AA degree regardless of emphasis.
- To receive your diploma, you must apply to graduate.
- The requirements of this program are subject to change without notice.

Program Requirements: 17 credits

- ☐ ART 1107   Art History I 3
- ☐ ART 1115   Design I-Basic Visual Theory 3
- ☐ ART 1117   3 D Design 3
- ☐ ART 1141   Drawing I 3
- ☐ ART 1142♦   Drawing II 3

Electives 2

The balance of the 60 semester credits for the degree may be met by taking college-level coursework appropriate to the student's transfer program.

General Education/MnTC Requirements: 40 credits

Distribution requirements are satisfied through completion of the Minnesota Transfer Curriculum (MnTC) listed below. These criteria must be met to complete the MnTC:
1. All ten goal areas listed below must be completed.
2. A total of at least 40 semester credits from courses listed in the MnTC must be satisfactorily completed. One course may satisfy more than one goal area, but the course credits may be counted only once.
3. A 2.0 MnTC GPA is required for recognition of a student's completion of the entire Minnesota Transfer Curriculum, with or without completing an associate degree.
4. Student completing the AA with Art Emphasis are also required to complete the selected MnTC courses listed below.

- ☐ 1. Communication (*two courses required; one from A and one from B*)
    - ☐ A. ENGL 1120 **OR** 1121♦ 4
    - ☐ B. CMST 1110 **OR** CMST 2215 **OR** CMST 2220 3
- ☐ 2. Critical Thinking (*three courses required*)
- ☐ 3. Natural Science (*one must include a lab*)
    - ☐ A. One Physical Science course *required*
    - ☐ B. One Biological Science course *required*
- ☐ 4. Mathematical/Logical Reasoning (*one course required*)
- ☐ 5. History/Social/Behavioral Sciences
    - (*two courses required; one from each of two categories*)
    - ☐ A. Economics/Geography
    - ☐ B. Anthropology/Psychology/Sociology
    - ☐ C. History/Political Science
- ☐ 6. Humanities/Fine Arts
    - (*two courses required; one from each of two categories*)
    - ☐ A. Literature
    - ☐ B. Humanities/Philosophy
    - ☐ C. Art/Music/Theatre
- ☐ 7. Human Diversity (*one course required*)
- ☐ 8. Global Perspective (*one course required*)
    - ☐ ART 1108♦ Art History II 3
- ☐ 9. Ethical/Civic Responsibility (*one course required*)
- ☐ 10. People and the Environment (*one course required*)

Wellness: 3 credits

- ☐ Select any HPER course(s) totaling at least 3 credits.

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY
COMMUNITY COLLEGE

Communication Studies Emphasis
Associate in Arts (AA) Degree

Program Requirements..................... 12
General Education/MnTC 40
General Electives 5
Wellness Requirement 3
Total Credits 60

Program Information

The Associate in Arts with emphasis in Communication Studies focuses on the following areas of communication study: basics of communication, interpersonal, public speaking, intercultural, and small group interaction For assistance in program planning, or to explore additional transfer options, students should meet with an academic advisor.

Program Goals

By completing this program, students will achieve the following learning goals:
1. Demonstrate knowledge of the transactional nature of communication and its core principles;
2. Demonstrate knowledge of the critical role of context in communication and ability to adapt content to changes within interpersonal and public speaking situations;
3. Demonstrate knowledge of the critical role of culture and diversity in communication and ability to communicate effectively within and across cultures;
4. Effectively structure and deliver an oral presentation by choosing appropriate organizational and delivery methods to suit the message; and
5. Identify and select appropriate supporting materials and demonstrate ability to effectively cite sources.

Developmental Courses

Some students may need preparatory courses in the areas of English, mathematics, or reading. Courses numbered below 1000 will not apply toward this degree.

Completion Requirements

- A minimum of 60 semester credits in courses numbered 1000 or above.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- A minimum cumulative grade point average (GPA) of 2.0 in all MnTC courses.
- Satisfy residency requirements. See page 26.
- Completion of specific degree requirements. Students may earn only one AA degree regardless of emphasis.
- To receive your diploma, you must apply to graduate.
- The requirements of this program are subject to change without notice.

Program Requirements: 12 credits

- ☐ CMST 2210   Intercultural Communication 3
- ☐ CMST 2215   Public Speaking 3
- ☐ CMST 2220   Interpresonal Communication 3
- ☐ CMST 2251   Small Group Communication 3
- Electives.. 5

Students are required to choose five (5) credits from any academic discipline which will serve as General Elective credits.

General Education/MnTC Requirements: 40 credits

Distribution requirements are satisfied through completion of the Minnesota Transfer Curriculum (MnTC) listed below. These criteria must be met to complete the MnTC:
1. All ten emphasis areas listed below must be completed.
2. A total of at least 40 semester credits from courses listed in the MnTC must be satisfactorily completed. One course may satisfy more than one emphasis area, but the course credits may be counted only once.
3. A 2.0 MnTC GPA is required for recognition of a student's completion of the entire Minnesota Transfer Curriculum, with or without completing an associate degree.
4. Students completing the AA with Communication Studies emphasis are also required to take selected MnTC courses, listed below.

- ☐ 1. Communication (*two courses required; one from A and one from B*)
  - ☐ A. ENGL 1120 **OR** 1121♦... 4
  - ☐ B. CMST 1110.. 3
- ☐ 2. Critical Thinking (*three courses required*)
- ☐ 3. Natural Science (*one must include a lab*)
  - ☐ A. One Physical Science course *required*
  - ☐ B. One Biological Science course *required*
- ☐ 4. Mathematical/Logical Reasoning (*one course required from the following)*
     Math 1100, 1110, 1120, 1200, 1201, 1210, 1310,1400, 1401 or Phil 1105
- ☐ 5. History/Social/Behavioral Sciences
     (*two courses required; one from each of two categories*)
  - ☐ A. Economics/Geography
  - ☐ B. Anthropology/Psychology/Sociology
  - ☐ C. History/Political Science
- ☐ 6. Humanities/Fine Arts
     (*two courses required; one from each of two categories*)
  - ☐ A. Literature
  - ☐ B. Humanities/Philosophy
  - ☐ C. Art/Music/Theatre
- ☐ 7. Human Diversity (*one course required*)
- ☐ 8. Global Perspective (*one course required*)
- ☐ 9. Ethical/Civic Responsibility (*one course required*)
- ☐ 10. People and the Environment (*one course required*)

Wellness Requirements: 3 credits

☐ Select any HPER course(s) totaling at least 3 credits.

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY COMMUNITY COLLEGE

Creative Writing Emphasis
Associate in Arts (AA) Degree Program

Program Requirements 17
General Education/MnTC 40
Wellness Requirement 3
Total Credits 60

Program Information

This degree is intended to constitute the first two years of a baccalaureate degree program. In addition to lower division introductory coursework in creative writing, the 40 credit Minnesota Transfer Curriculum (MnTC) is completed within the degree to facilitate easy transfer. For assistance in program planning or to explore additional transfer options, students should schedule a time to meet with an academic advisor. This degree may transfer in part or in its entirety to baccalaureate institutions. Students should meet with a representative of the transfer institution when planning their program.

Program Goals

By completing this program, students will achieve the following learning goals:
1. Develop writers and speakers who use the English language effectively and who read, write, speak, and listen critically;
2. Develop thinkers who are able to unify factual, creative, rational, and value-sensitive modes of thought;
3. 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;
4. Increase students' knowledge about mathematical and logical modes of thinking;
5. 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;
6. 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;
7. 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;
8. Increase students' understanding of the growing interdependence of nations and people and develop their ability to apply a comparative perspective to cross-cultural social, economic, and political experiences;
9. Develop students' capacity to identify, discuss, and reflect upon the ethical dimensions of political, social, and personal life and to understand the ways in which they can exercise responsible and productive citizenship;
10. Improve students' understanding of today's complex environmental challenges; and
11. Improve students' awareness and understanding of issues related to personal wellness.

Developmental Courses

Some students may need preparatory courses in the areas of English, mathematics, or typing/keyboarding. Courses numbered below 1000 will not apply toward this degree.

Completion Requirements

A minimum of 60 semester credits in courses numbered 1000 or above.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- A minimum cumulative grade point average (GPA) of 2.0 in all MnTC courses.
- Satisfy residency requirements. See page 26.
- Completion of specific degree requirements. Students may earn only one AA degree regardless of emphasis.
- To receive your diploma, you must apply to graduate.
- The requirements of this program are subject to change without notice.

Program Requirements: 17 credits

☐ ENGL 2241♦ Introduction to Creative Writing 3
Choose two of the following four courses (6 credits):
☐ ENGL 2220 British Literature to 1800 3
☐ ENGL 2225 British Literature since 1800 3
☐ ENGL 2230 American Literature to 1865 3
☐ ENGL 2235 American Literature since 1865 3
Choose two of the following three courses (6 credits):
☐ ENGL 2261♦ Creative Nonfiction Writing 3
☐ ENGL 2262♦ Poetry Writing 3
☐ ENGL 2263♦ Fiction Writing 3

Electives 2
This requirement may be met by taking college-level coursework appropriate to the student's transfer program.

General Education/MnTC Requirements: 40 credits

Distribution requirements are satisfied through completion of the Minnesota Transfer Curriculum (MnTC) listed below. These criteria must be met to complete the MnTC:
1. All ten goal areas listed below must be completed.
2. A total of at least 40 semester credits from courses listed in the MnTC must be satisfactorily completed. One course may satisfy more than one goal area, but the course credits may be counted only once.
3. A 2.0 MnTC GPA is required for recognition of a student's completion of the entire MnTC, with or without completing an associate degree.
4. Student completing the AA with Creative Writing emphasis are also required to complete the selected MnTC courses listed below.

☐ 1. Communication (*two courses required; one from A and one from B*)
    ☐ A. ENGL 1120 **OR** 1121♦ 4
    ☐ B. CMST 1110 **OR** CMST 2215 **OR** CMST 2220 3
☐ 2. Critical Thinking (*three courses required*)
☐ 3. Natural Science (*one must include a lab*)
    ☐ A. One Physical Science course *required*
    ☐ B. One Biological Science course *required*
☐ 4. Mathematical/Logical Reasoning (*one course required*)
☐ 5. History/Social/Behavioral Sciences
    (*two courses required; one from each of two categories*)
    ☐ A. Economics/Geography

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY
COMMUNITY COLLEGE

AnokaRamsey.edu

Creative Writing Emphasis

☐ B. Anthropology/Psychology/Sociology
☐ C. History/Political Science
☐ 6. Humanities/Fine Arts
(*two courses required; one from A and one from B or C*)
☐ A. Literature
ENGL 2202 is required 3
☐ B. Humanities/Philosophy
☐ C. Art/Music/Theatre
☐ 7. Human Diversity (*at least one course*)
☐ 8. Global Perspective (*at least one course*)
☐ 9. Ethical/Civic Responsibility (*at least one course*)
☐ 10. People and the Environment (*at least one course*)

Wellness: 3 credits

☐ Select any HPER course(s) totaling at least 3 credits.

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY
COMMUNITY COLLEGE

AnokaRamsey.edu

Education Emphasis
Associate in Arts (AA) Degree

Program Requirements 17
General Education/MnTC 30
Wellness Requirement 3
Total Credits 60

Program Information

This program is designed for transfer to a bachelor's degree in Education. In addition to lower division introductory coursework in education, the 40 credit Minnesota Transfer Curriculum (MnTC) is completed within the degree to facilitate easy transfer. For assistance in program planning, or to explore additional transfer options, students should schedule a time to meet with an academic advisor. This degree may transfer in part or in its entirety to baccalaureate institutions. Students should meet with a representative of the transfer institution when planning their program.

Program Goals

By completing this program, students will achieve the following learning goals:

1. Qualify for entrance to an upper-division university program in Education;
2. Demonstrate knowledge, skills, and dispositions necessary to become a proficient and compassionate teaching professional;
3. Competently participate in discourse regarding the cognitive, social, physical, and emotional stages of child and adolescent development and articulate how these factors influence teaching practices;
4. Express a philosophy of education that values student diversity and distinguishes amongst the ways in which student learning occurs; and
5. Exhibit effective communication skills (verbal, nonverbal, written, and technologically driven mediums) that contribute to effective teaching practices.

Developmental Courses

Some students may need preparatory courses in the areas of English, mathematics or reading. Courses numbered below 1000 will not apply toward this degree.

Completion Requirements

- A minimum of 60 semester credits in courses numbered 1000 or above.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- A minimum cumulative grade point average (GPA) of 2.0 in all MnTC courses.
- Satisfy residency requirements. See page 26.
- Completion of specific degree requirements. Students may earn only one AA degree regardless of emphasis.
- To receive your diploma, you must apply to graduate.
- The requirements of this program are subject to change without notice.

Program Requirements: 17 credits

- ☐ EDUC 2000 — Foundations of Education 3
- ☐ EDUC 2030 — Introduction to Special Education 3
- ☐ PSYC 1110 — General Psychology 4
- ☐ PSYC 2235♦ — Lifespan Development 4
- ☐ PSYC 2265♦ — Educational Psychology 3

General Education/MnTC Requirements: 40 credits

Distribution requirements are satisfied through completion of the Minnesota Transfer Curriculum (MnTC) listed below. These criteria must be met to complete the MnTC:

1. All ten goal areas listed below must be completed.
2. A total of at least 40 semester credits from courses listed in the MnTC must be satisfactorily completed. One course may satisfy more than one goal area, but the course credits may be counted only once.
3. A 2.0 MnTC GPA is required for recognition of a student's completion of the entire Minnesota Transfer Curriculum, with or without completing an associate degree.
4. Students completing the AA with Education emphasis are required to complete the selected MnTC courses listed below.

- ☐ ART 1100 — Introduction to Art 3
- ☐ BIOL 1103 — Environmental Science 3
- ☐ BIOL 1133 — Environmental Science Lab 1
- ☐ CMST 1110 — Introduction to Communication 3
- ☐ CMST 2215 — Public Speaking 3
- ☐ ENGL 1120♦ — Crosscurrent College Writing and Critical Reading 4
  OR
- ☐ ENGL 1121♦ — College Writing and Critical Reading 4
- ☐ ENGL 2209 — Children's Literature 3
- ☐ HIST 2211 — US History I 4
- ☐ MATH 1120♦ — Mathematics for Educational Arts....................... 3
- ☐ MUSC 1104 — Fundamentals of Music.. 3
- ☐ Physical Science Elective 4
- ☐ SOC 1111 — General Sociology.. 3
- ☐ SOC 2207♦ — Sociology of Power.. 3

Wellness Requirements: 3 credits

- ☐ HPER 1102 — Drugs, Alcohol and Tobacco 3

Program Sequence:

The sequence that follows is suggested for full-time students. Part-time students will need more time to complete this program.

	Fall Semester	Spring Semester
1st YEAR	EDUC 2000.................... 3 ENGL 1121 .... 4 BIOL 1103 & 1133 .... 4 PSYC 1110 .... 4 **TOTAL 15**	EDUC 2030..................... 3 MUSC 1104 .... 3 PSYC 2235 .... 4 CMST 1110 .... 3 MATH 1120..................... 3 **TOTAL 16**
2nd YEAR	ENGL 2209 ....3 HPER 1102...........................3 CMST 2215...........................3 HIST 2211.............................4 SOC 1111.............................3 **TOTAL 16**	ART 1100 .... 3 PSYC 2265 .... 3 SOC 2207 .... 3 Phys Science Elective 3-4 **TOTAL 12-13**

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor, at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY
COMMUNITY COLLEGE

English Literature Emphasis

Associate in Arts (AA) Degree Program

Program Requirements 17
General Education/MnTC 40
Wellness Requirement 3
Total Credits 60

Program Information

This degree is intended to constitute the first two years of a baccalaureate degree program. In addition to lower division introductory coursework in English Literature, the 40 credit Minnesota Transfer Curriculum (MnTC) is completed within the degree to facilitate easy transfer. For assistance in program planning, or to explore additional transfer options, students should schedule a time to meet with an academic advisor. This degree may transfer in part or in its entirety to baccalaureate institutions. Students should meet with a representative of the transfer institution when planning their program. For more information on Anoka-Ramsey (ARCC), visit our website at http://anokaramsey.edu

Program Goals

By completing this program, students will achieve the following learning goals:

1. To develop writers and speakers who use the English language effectively and who read, write, speak, and listen critically;
2. To develop thinkers who are able to unify factual, creative, rational, and value-sensitive modes of thought;
3. 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;
4. To increase students' knowledge about mathematical and logical modes of thinking;
5. 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;
6. 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;
7. 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;
8. To increase students' understanding of the growing interdependence of nations and people and develop their ability to apply a comparative perspective to cross-cultural social, economic, and political experiences;
9. To develop students' capacity to identify, discuss, and reflect upon the ethical dimensions of political, social, and personal life and to understand the ways in which they can exercise responsible and productive citizenship;
10. To improve students' understanding of today's complex environmental challenges; and
11. To improve students' awareness and understanding of issues related to personal wellness.

Developmental Courses

Some students may need preparatory courses in the areas of English, mathematics, or typing/keyboarding. Courses numbered below 1000 will not apply toward this degree.

Completion Requirements

A minimum of 60 semester credits in courses numbered 1000 or above.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- A minimum cumulative grade point average (GPA) of 2.0 in all MnTC courses.
- Satisfy residency requirements. See page 26.
- Completion of specific degree requirements. Students may earn only one AA degree regardless of emphasis.
- To receive your diploma, you must apply to graduate.
- The requirements of this program are subject to change without notice.

Program Requirements: 17 credits

☐ ENGL 2220   British Literature to 1800 3
☐ ENGL 2225   British Literature Since 1800 3
☐ ENGL 2230   American Literature to 1865 3
☐ ENGL 2235   American Literature Since 1865 3

Choose one of the following:

☐ ENGL 2203   The Novel 3
☐ ENGL 2204   Short Stories 3
☐ ENGL 2207   Drama 3
☐ ENGL 2208   Poetry 3
☐ ENGL 2209   Children's Literature 3
☐ ENGL 2210   Global Literature 3
☐ ENGL 2215   Special Topics in Literature 3

Electives 2

This requirement may be met by taking college-level coursework appropriate to the student's transfer program.

General Education/MnTC Requirements: 40 credits

Distribution requirements are satisfied through completion of the Minnesota Transfer Curriculum (MnTC) listed below. These criteria must be met to complete the MnTC:

1. All ten goal areas listed below must be completed.
2. A total of at least 40 semester credits from courses listed in the MnTC must be satisfactorily completed. One course may satisfy more than one goal area, but the course credits may be counted only once.
3. A 2.0 MnTC GPA is required for recognition of a student's completion of the entire MnTC, with or without completing an associate degree.
4. Student completing the AA with Art Emphasis are also required to complete the selected MnTC courses listed below.

☐ 1. Communication (*two courses required; one from A and one from B*)
    ☐ A. ENGL 1120 **OR** 1121♦.. 4
    ☐ B. CMST 1110 **OR** CMST 2215 **OR** CMST 2220......... 3
☐ 2. Critical Thinking (*three courses required*)
☐ 3. Natural Science *(one must include a lab)*
    ☐ A. One Physical Science course *required*
    ☐ B. One Biological Science course *required*
☐ 4. Mathematical/Logical Reasoning (*one course required*)
☐ 5. History/Social/Behavioral Sciences
    (*two courses required; one from each of two categories*)
    ☐ A. Economics/Geography

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY
COMMUNITY COLLEGE

English Literature Emphasis

☐ B. Anthropology/Psychology/Sociology
☐ C. History/Political Science
☐ 6. Humanities/Fine Arts
　(two courses required; one from A and one from B or C)
　☐ A. Literature
　　ENGL 2202 3
　☐ B. Humanities/Philosophy
　☐ C. Art/Music/Theatre
☐ 7. Human Diversity (*one course required*)
☐ 8. Global Perspective (*one course required*)
☐ 9. Ethical/Civic Responsibility (*one course required*)
☐ 10. People and the Environment (*one course required*)

Wellness: 3 credits

☐ Select any HPER course(s) totaling at least 3 credits

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY
COMMUNITY COLLEGE

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Psychology Emphasis

Associate in Arts (AA) Degree

Program Requirements 17
General Education/MnTC 40
Wellness Requirement 3
Total Credits 60

Program Information

This degree is intended to constitute the first two years of a baccalaureate degree program. Transferability of courses from Anoka-Ramsey Community College (ARCC) to public higher education systems in Minnesota is enhanced by transfer agreements that are in place. For assistance in program planning, or to explore additional transfer options, students should schedule a time to meet with an academic advisor. This degree may transfer in part or in its entirety to baccalaureate institutions. Students should meet with a representative of the transfer institution when planning their program. Listings of available courses to satisfy the areas of the Minnesota Transfer Curriculum are available online and at the Advising Office.

Program Goals

By completing this program, students will achieve the following learning goals:

1. To develop writers and speakers who use the English language effectively and who read, write, speak, and listen critically;
2. To develop thinkers who are able to unify factual, creative, rational, and value-sensitive modes of thought;
3. 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;
4. To increase students' knowledge about mathematical and logical modes of thinking;
5. 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;
6. 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;
7. 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;
8. To increase students' understanding of the growing interdependence of nations and people and develop their ability to apply a comparative perspective to cross-cultural social, economic, and political experiences;
9. To develop students' capacity to identify, discuss, and reflect upon the ethical dimensions of political, social, and personal life and to understand the ways in which they can exercise responsible and productive citizenship;
10. To improve students' understanding of today's complex environmental challenges; and
11. To improve students' awareness and understanding of issues related to personal wellness.

Developmental Courses

Some students may need preparatory courses in the areas of English, mathematics or reading. Courses numbered below 1000 will not apply toward this degree.

Completion Requirements

- A minimum of 60 semester credits in courses numbered 1000 or above.

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- A minimum cumulative grade point average (GPA) of 2.0 in all MnTC courses.
- Satisfy residency requirements. See page 26
- Completion of specific degree requirements. Students may earn only one AA degree regardless of emphasis.
- To receive your diploma, you must apply to graduate.
- The requirements of this program are subject to change without notice.

Program Requirements: 17 credits

☐ PSYC 1110   General Psychology 4
☐ PSYC 2235♦   Lifespan Development 4
☐ PSYC 2260♦   Social Psychology 3

Electives (choose 6 credits):
☐ PSYC 2250♦   Abnormal Psychology 3
☐ PSYC 2265♦   Educational Psychology 3
☐ PSYC 2270♦   Theories of Personality 3

General Education/MnTC Requirements: 40 credits

Distribution requirements are satisfied through completion of the Minnesota Transfer Curriculum (MnTC) listed below. These criteria must be met to complete the MnTC:

1. All ten goal areas listed below must be completed.
2. A total of at least 40 semester credits from courses listed in the MnTC must be satisfactorily completed. One course may satisfy more than one goal area, but the course credits may be counted only once.
3. A 2.0 MnTC GPA is required for recognition of a student's completion of the entire Minnesota Transfer Curriculum, with or without completing an associate degree

1. Communications (at least two courses)
    ☐ ENGL 1120 **OR** ENGL 1121♦ 4
    ☐ CMST 1110 **OR** CMST 2215 **OR** CMST 2220 3
2. Critical Thinking *(three courses required)*
3. Natural Sciences *(one must include a lab)*
    ☐ A. One Physical Science course
    ☐ B. One Biological Science course
4. Mathematical/Logical Reasoning
    ☐ MATH 1110♦ 3
5. History and the Social and Behavioral Sciences
   (two courses required; one from each of two categories)
    ☐ A. Economics/Geography
    ☐ B. Anthropology/Psychology/Sociology (fulfilled by program requirements)
    ☐ C. History/Political Science
☐ 6. The Humanities & Fine Arts
   (two courses required; one from each of two categories)
    ☐ A. Literature
    ☐ B. Humanities/Philosophy
    ☐ C. Art/Music/Theatre
☐ 7. Human Diversity *(one course required)*
☐ 8. Global Perspective *(one course required)*
☐ 9. Ethical and Civic Responsibility *(one course required)*
☐ 10. People and the Environment *(one course required)*

![Anoka-Ramsey Community College logo]

Psychology Emphasis

Wellness Requirements: 3 credits

Complete either 1 or 2 below:

☐ 1. Three credits from any two HPER courses.
☐ 2. HPER 1120

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY
COMMUNITY COLLEGE

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Accounting Practitioner

Associate in Applied Science (AAS) Degree

Program Requirements.....................45
General Education/MnTC...............15
Total Credits...................................60

Program Information

This program is designed for students interested in preparing for entry-level positions in accounting. The AAS degree combines general education and business concepts and procedures to fully prepare the graduate for employment. Students can complete the coursework on a full- or part-time basis; however, it is recommended that the degree be completed within four years. For assistance in program planning, or to explore additional transfer options, students should schedule a time to meet with an academic advisor. This degree may transfer in part or in its entirety to baccalaureate institutions. Students should meet with a representative of the transfer institution when planning their program. A student who completes this degree will have met the educational requirements for licensure as a Registered Accounting Practitioner (RAP) in the state of Minnesota and may sit for the RAP exam. An individual must pass the RAP exam and also satisfy a one-year experience requirement to be awarded the RAP license. See an advisor for further information or assistance in planning. For additional information about our business programs, visit our website at http://anokaramsey.edu

Program Goals

By completing this program, students will achieve the following learning goals:

1. Prepare journal entries and financial statements.
2. Use critical thinking skills to analyze and solve business problems.
3. Appropriately use technology to solve business problems.
4. Demonstrate knowledge of business law and ethics to direct action in business scenarios.
5. Determine tax treatment of basic individual and business situations.
6. Demonstrate effective business communication skills.

Developmental Courses

Some students may need preparatory courses in the areas of English, mathematics or reading. Courses numbered below 1000 will not apply toward this degree.

Completion Requirements

- A minimum of 60 semester credits in courses numbered 1000 or above.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- Satisfy residency requirements. See page 26.
- Completion of specific degree requirements.
- To receive your diploma, you must apply to graduate.
- The requirements of this program are subject to change without notice.

Program Requirements: 45 credits

☐ BUS 1104	Written Business Communication	3
☐ BUS 1105	Individual/Corporate Income Tax	3
☐ BUS 1112	Computer Concepts & Applications	3
☐ BUS 1122	Business Ethics & Social Issues	3
☐ BUS 1125	Financial Accounting	4
☐ BUS 1130	Accounting Fundamentals	1
☐ BUS 1134♦	Computerized Accounting	2
☐ BUS 1135♦	Payroll Accounting	2
☐ BUS 1140	Applied Accounting	1
☐ BUS 1143	Decision Making Using Excel	3
☐ BUS 2126♦	Managerial Accounting	4
☐ BUS 2215	Legal Environment of Business	3
☐ BUS 2233♦	Intermediate Accounting	4

Select one of the following:

☐ BUS 1108	Business Math	3
☐ MATH 1110♦	Introduction to Statistics	3
☐ MATH 1200♦	College Algebra I	3
☐ Elective Courses:		6

Select any business course(s) from ARCC and/or upper division accounting courses from a four-year university to meet the 45 credit program requirement.

General Education/MnTC Requirements: 15 credits

Complete a minimum of 15 credits in at least three of the ten goal areas of the Minnesota Transfer Curriculum (MnTC). One course may satisfy more than one goal area, but the course credits may be counted only once.

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY COMMUNITY COLLEGE

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Business: Management/Marketing Emphasis
Associate in Applied Science (AAS) Degree

Program Information

This program is designed for students interested in preparing for entry-level positions in management/marketing. The AAS degree combines general education and business concepts and procedures to fully prepare the graduate for employment. Students can complete the coursework on a full- or part-time basis; however, it is recommended that the degree be completed within four years. This degree offers an on-the-job internship to help bridge the gap from academics to the workplace. Students may petition to substitute an alternative business course for the internship and seminar if they have recent relevant work experience. For assistance in program planning, or to explore additional transfer options, students should schedule a time to meet with an academic advisor. This degree may transfer in part or in its entirety to baccalaureate institutions. Students should meet with a representative of the transfer institution when planning their program.

Program Goals

By completing this program, students will achieve the following learning goals:
1. Function effectively in a diverse, global business community;
2. Use critical thinking skills to analyze and solve business problems;
3. Demonstrate effective interpersonal skills and professional attitudes; and,
4. Demonstrate effective business communication skills.

Developmental Courses

Some students may need preparatory courses in the areas of English, mathematics, or typing/keyboarding. Courses numbered below 1000 will not apply toward this degree.

Completion Requirements

- A minimum of 60 semester credits in courses numbered 1000 or above.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- Satisfy residency requirements. See page 26.
- Completion of specific degree requirements.
- To receive your diploma, you must apply to graduate.
- The requirements of this program are subject to change without notice.

Program Requirements: 22 credits

☐ BUS 1101	Introduction to Business	3
☐ BUS 1103	Human Relations in the Workplace	3
☐ BUS 1104	Written Business Communications	3
☐ BUS 1108	Business Math	3
☐ BUS 1112	Computer Concepts & Applications	3
☐ BUS 1125	Financial Accounting	4

Select one of the following:

☐ BUS 1221	Supervision	3
☐ BUS 2265	Administrative Office Management	3

Emphasis Requirements: 23 credits

☐ BUS 1122	Business Ethics & Social Issues	3
☐ BUS 2142	Principles of Marketing	4
☐ BUS 2215	Legal Environment of Business	3
☐ BUS 2244	Principles of Management	4

Select two of the following courses (6 credits):

☐ BUS 1149	Professional Selling	3
☐ BUS 2141	Personal Finance	3
☐ BUS 2227♦	Management/Marketing Internship & Seminar	3
☐ BUS 2240	Introduction to International Business	3
☐ BUS 2242	Principles of Retailing	3
☐ Elective Courses		3

Select any BUS course(s) to fulfill the 23-credit requirement.

NOTE: Additional course work/experience in electronic spreadsheet skills *(such as BUS 1143)* is strongly encouraged.

General Education/MnTC Requirements: 15 credits

Complete a minimum of 15 credits in at least three of the ten goal areas of the Minnesota Transfer Curriculum (MnTC), including the courses listed below.

☐ 1. Communications
   ☐ ENGL 1120 **OR** ENGL 1121♦ 4
   ☐ CMST 1110 **OR** CMST 2215 **OR** CMST 2220 3
☐ 2. History/Social/Behavioral Sciences... 3

Select one ECON class from the following three:
   ☐ ECON 1100
   ☐ ECON 2205
   ☐ ECON 2206
☐ Select the remaining 5 credits from courses in at least one of the remaining Goal Areas of the MnTC... 5

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY
COMMUNITY COLLEGE

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Business: Office Technology Emphasis

Associate in Applied Science (AAS) Degree

Program Requirements......................22
Emphasis Requirements 23
General Education/MnTC...............15
Total Credits 60

Program Information

This program is designed for students interested in preparing for entry-level positions in office technology. The AAS degree combines general education and business concepts and procedures to fully prepare the graduate for employment. Students can complete the coursework on a full- or part-time basis; however, it is recommended that the degree be completed within four years. This degree offers an on-the-job internship to help bridge the gap from academics to the workplace. Students may petition to substitute an alternative business course for the internship and seminar if they have recent relevant work experience. For assistance in program planning, or to explore additional transfer options, students should schedule a time to meet with an academic advisor. This degree may transfer in part or in its entirety to baccalaureate institutions. Students should meet with a representative of the transfer institution when planning their program.

Program Goals

By completing this program, students will achieve the following learning goals:

1. Apply critical thinking skills in the identification, analysis, resolution, and assessment of business problems;
2. Exhibit interpersonal skills and professional attitudes while working with company stakeholders;
3. Express ideas, information, proposals and reactions clearly and professionally, in written and spoken form;
4. Apply knowledge of financial concepts used in personal and business environments that translate into positive financial outcomes;
5. Use ethical principles in business decision making;
6. Identify the major factors of competitive success utilized by domestic and global business organizations;
7. Apply office and business procedures to effectively manage an office environment, employees, and systems; and
8. Demonstrate the ability to utilize current business software programs and information technologies in the creation and distribution of company communications and the creation, analysis, and retrieval of data.

Developmental Courses

Some students may need preparatory courses in the areas of English, mathematics, reading, or typing/keyboarding. Courses numbered below 1000 will not apply toward this degree.

Completion Requirements

- A minimum of 60 semester credits in courses numbered 1000 or above.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- Satisfy residency requirements. See page 26
- Completion of specific degree requirements.
- To receive your diploma, you must apply to graduate.
- The requirements of this program are subject to change without notice.

Program Requirements: 22 credits

☐	BUS 1101	Introduction to Business	3
☐	BUS 1103	Human Relations in the Workplace	3
☐	BUS 1104	Written Business Communications	3
☐	BUS 1108	Business Math	3
☐	BUS 1112	Computer Concepts & Applications	3
☐	BUS 1125	Financial Accounting	4

Select one of the following:

☐	BUS 1221	Supervision	3
☐	BUS 2265	Administrative Office Management	3

Emphasis Requirements: 23 credits

☐	BUS 1118♦	Presentations Using Microsoft PowerPoint	2
☐	BUS 1119♦	Database Management using Microsoft Access	3
☐	BUS 1143♦	Decision Making Using Excel	3
☐	BUS 1154♦	Advanced Keyboarding	3
☐	BUS 1155♦	Word Processing Using Microsoft Word	3
☐	BUS 1174♦	Office Systems	3
☐	BUS 2228♦	Office Technology Internship and Seminar	3
☐	Elective Courses		3

Select any BUS course(s) to fulfill the 23-credit requirement.

General Education/MnTC Requirements: 15 credits

Complete a minimum of 15 credits in at least three of the ten goal areas of the Minnesota Transfer Curriculum (MnTC), including the courses listed below.

- ☐ 1. Communications
  - ☐ ENGL 1120 **OR** ENGL 1121♦ 4
  - ☐ CMST 1110 **OR** CMST 2215 **OR** CMST 2220 3
- ☐ 2. History/Social/Behavioral Sciences................................. 3
  - *Select one ECON class from the following*:
    - ☐ ECON 1100
    - ☐ ECON 2205
    - ☐ ECON 2206
- ☐ Select the remaining five credits from courses in at least one of the remaining MnTC goal areas... 5

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY
COMMUNITY COLLEGE

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Network Administration

Associate in Applied Science (AAS) Degree

Program Requirements 33
Program Electives 12
General Education/MnTC 15
Total Credits 60

Program Information

The Associate in Applied Science (AAS) in Network Administration program provides students with the fundamental knowledge and skills required for learning industry specific methodologies and recognized standards associated with network administration. Students will develop skills and knowledge required to execute network administration and management tasks. The curriculum combines coursework in network administration along with a general education component. For assistance in program planning, or to explore additional transfer options, students should schedule a time to meet with an academic advisor. This degree may transfer in part or in its entirety to baccalaureate institutions. Students should meet with a representative of the transfer institution when planning their program.

Program Goals

By completing this program, students will achieve the following learning goals:

1. Design and implement data connectivity for local and wide area networks;
2. Develop and maintain network security procedures;
3. Monitor and measure the performance of the network;
4. Research, plan and oversee network and telephone systems; and
5. Function as a responsible and ethical IT professional for organizations and society.

Developmental Courses

Some students may need preparatory courses in the areas of English, mathematics, reading or typing/keyboarding. Courses numbered below 1000 will not apply toward this degree.

Completion Requirements

- A minimum of 60 semester credits in courses numbered 1000 or above.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- Satisfy residency requirements. See page 26.
- A minimum grade of C must be earned in all program requirements.
- All program requirements must be completed at ARCC.
- Courses within the 45 credit program requirements must be completed within four years. Student may petition to extend the window beyond the four years.
- Completion of specific degree requirements.
- To receive your diploma, you must apply to graduate.
- The requirements of this program are subject to change without notice.

Program Requirements: 33 credits

☐ CNET 1115   IT and Data Assurance 3
☐ CNET 1201   A+ Core Hardware and OS Technologies 3
☐ CNET 2101   Introduction to Networks (CCNA 1) 3
☐ CNET 2112♦ Desktop Operating Systems 3
☐ CNET 2205   Fundamentals of Wireless LANs 3
☐ CNET 2215♦ Managing Network Security 3
☐ CNET 2301♦ Routing and Switching Essentials (CCNA 2) 3
☐ CNET 2303♦ Scaling Networks (CCNA 3) 3
☐ CNET 2304♦ Connecting Networks (CCNA 4) 3
☐ CNET 2320♦ Unified Communications/VoIP 3
☐ CNET 2490♦ Industry Certification 0
☐ BUS 1103   Human Relations in the Workplace 3

Program Electives: 12 credits

Select 12 credits from the following:
☐ CNET 1101   PC Troubleshooting, Maintenance and Repair 2
☐ CNET 2105   Security Awareness and Policies 1
☐ CNET 2113♦ Network Operating Systems 3
☐ CNET 2114   Fundamentals of Linus/UNIX 3
☐ CNET 2125♦ System Virtualization 3
☐ CNET 2297♦ Field Experience and Seminar 1-4
☐ BUS 1119   Database Management using Microsoft Access 3
☐ CSCI 1101   Introduction to Computer Science and Problem Solving 3

General Education/MnTC Requirements: 15 credits

Complete at least one course in 3 of 10 empahsis areas below, including listed courses.

☐ 1. Communication
    ☐ ENGL 1120 **OR** ENGL 1121♦ 4
    ☐ CMST 1110 **OR** CMST 2215 **OR** CMST 2220 3
☐ 2. Critical Thinking
☐ 3. Natural Science
☐ 4. Mathematical/Logical Reasoning
    ☐ MATH 1200♦ **OR** PHIL 1105 3
☐ 5. History/Social/Behavioral Sciences
    ☐ ECON 2205♦ 3
☐ 6. Humanities/Fine Arts
☐ 7. Human Diversity
☐ 8. Global Perspective
☐ 9. Ethical/Civic Responsibility
☐ 10. People and the Environment

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY
C O M M U N I T Y   C O L L E G E

Physical Therapist Assistant

Associate in Applied Science (AAS) Degree Program

Program Requirements....................47
General Education/MnTC..............22
Total Credits 69

Program Information

This program prepares students for employment as a Physical Therapist Assistant (PTA), a health-care provider who, with the guidance of a physical therapist, performs a wide variety of functions as part of the health-care team. This field has been expanding in recent years and the employment outlook continues to be good in hospitals, skilled nursing facilities, home care, and outpatient facilities. In addition to class work in psychology, medical terminology, neuroanatomy and physiology, instrumentation and kinesiology for physical therapy, and advanced physical therapy techniques, students gain "hands-on" experience through clinical practice at area health-care facilities.

The Physical Therapist Assistant program at Anoka-Ramsey Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE). For additional information about our PTA program, visit our website at http://www.anokaramsey.edu/academics/degrees-certificates/two-year-degrees/associate-in-applied-science-degrees/physical-therapist-assistant/

Program Goals

By completing this program, students will achieve the following learning goals:

1. Demonstrate competent written and oral communication skills;
2. Perform all treatment procedures skillfully and safely, including modalities, massage, manual skills, gait training, and data collection for the physical therapist to use for assessment purposes;
3. Demonstrate knowledge of the normal structure and function of the human body and understand the physiological and psychological effects of disease and injury;
4. Demonstrate understanding of his/her professional role as a PTA and demonstrate awareness of ethical behavior, legal responsibility, and the PT/PTA professional relationship;
5. Recognize and appreciate diversity within society and the health care profession; and
6. Successfully pass the PTA licensure exam and begin practice as an entry-level physical therapist assistant.

Program Admissions

To apply for admission to the Physical Therapist Assistant Program, submit the "Application for Physical Therapist Assistant program" to the Office of Records and Registration between February 1–28 for the following fall. Application materials are available online. All PTA program requirements are offered at the Coon Rapids Campus.

Related Program Requirements

Clinical facilities require students to maintain specific requirements to ensure personal and patient health and safety. Proof that these requirements are met must be furnished by the student. (See PTA Information Packet.)

A GPA of 2.0 or above must be earned each semester while in the program.

Developmental Courses

Some students may need preparatory courses in the areas of English, mathematics or reading. Courses numbered below 1000 will not apply toward this degree.

Completion Requirements

- A minimum of 69 semester credits in courses numbered 1000 or above.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- Satisfy residency requirements. See page 26.
- A minimum grade of C in all program requirements and general education courses and a grade of "Pass" in clinical practices must be earned.
- All program requirements must be completed at ARCC.
- Completion of specific degree requirements.
- To receive your diploma, you must apply to graduate.
- The requirements of this program are subject to change without notice.

Program Requirements: 47 credits

The PTA Program Core course requirements are only offered at the Coon Rapids Campus

☐ BIOL 1102   Medical Terminology.. 2
☐ PTAC 1010♦ Clinical Practice I 3
☐ PTAC 1020♦ Musculoskeletal Anatomy and Kinesiology
              for the PTA 4
☐ PTAC 1030♦ Introduction to PTA Theory................................. 2
☐ PTAC 1040♦ Introduction to PTA Lab...................................... 2
☐ PTAC 1050♦ Modalities and Massage Theory 3
☐ PTAC 1060♦ Modalities and Massage Lab 3
☐ PTAC 1070♦ Therapeutic Exercise Theory 2
☐ PTAC 1080   Therapeutic Exercise Lab 3
☐ PTAC 1100   Communication and Documentation for the
              PTA Part I... 1
☐ PTAC 1110   Communication and Documentation for the
              PTA II.. 1
☐ PTAC 2000♦ Musculoskeletal Disorders.................................... 3
☐ PTAC 2010♦ Neuroanatomy and Functional
              Rehabilitation Theory.. 3
☐ PTAC 2015   Neuroanatomy and Functional Rehabilitation Lab 2
☐ PTAC 2020♦ Clinical Practice II 3
☐ PTAC 2040♦ Special Topics I 3
☐ PTAC 2050♦ Special Topics II.. 4
☐ PTAC 2060♦ Clinical Practice III*.. 3

*Students must complete all General Education requirements prior to or during enrollment in PTAC 2060.

Electives/Optional

☐ PTAC 2110   Physical Therapy Research I................................... 1
☐ PTAC 2120   Physical Therapy Research II.................................. 1
☐ PTAC 2170   Physical Therapy Seminars.................................... 1

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY COMMUNITY COLLEGE

Physical Therapist Assistant

General Education/MnTC Requirements: 22 credits

Complete a minimum of 22 credits from the Minnesota Transfer Curriculum (MnTC) including the following:

☐ BIOL 2113◆   Human Anatomy and Physiology I ** 4
☐ BIOL 2114◆   Human Anatomy and Physiology II** 4
☐ ENGL 1120◆   Crosscurrent College Writing and Critical Reading 4
    OR
    ENGL 1121◆   College Writing and Critical Reading 4
☐ PSYC 1110   General Psychology 4
☐ CMST 1110   Introduction to Communication 3
    OR
☐ CMST 2220   Interpersonal Communication 3
☐ Humanities/Fine Arts Elective (Goal Area 6) 3

**BIOL 2113 & 2114 must be completed no more than 5 years prior to admission and must be completed prior to PTAC 1010 Clinical Practice I.

NOTE: Students who fail to meet the sequence requirements, prerequisites, and academic achievement levels will be dropped from the program.

◆ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY
COMMUNITY COLLEGE

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System Administration
Associate in Applied Science (AAS) Degree

Program Requirements 24
Program Electives 21
General Education/MnTC 15
Total Credits 60

Program Information

The Associate in Applied Science (AAS) in System Administration program provides students with the fundamental knowledge and skills required for learning industry specific methodologies and recognized standards associated with computer system administration. Students will develop skills and knowledge required to execute system administration and management tasks. The curriculum combines coursework in system administration along with a general education component. For assistance in program planning, or to explore additional transfer options, students should schedule a time to meet with an academic advisor. This degree may transfer in part or in its entirety to baccalaureate institutions. Students should meet with a representative of the transfer institution when planning their program.

Program Goals

By completing this program, students will achieve the following learning goals:
1. Design and develop plans for various project and operational needs;
2. Successfully install and configure modern data center devices and technologies;
3. Demonstrate the skills necessary to maintain system and environmental standards;
4. Exhibit mastery of problem-solving skills to investigate and troubleshoot issues; and
5. Function as a responsible and ethical IT professional for organizations and society.

Developmental Courses

Some students may need preparatory courses in the areas of English, mathematics, reading or typing/keyboarding. Courses numbered below 1000 will not apply toward this degree.

Completion Requirements

- A minimum of 60 semester credits in courses numbered 1000 or above.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- Satisfy residency requirements. See page 26.
- A minimum grade of C must be earned in all program requirements.
- All program requirements must be completed at ARCC.
- Courses within the 45 credit program requirements must be completed within four years. Student may petition to extend the window beyond the four years.
- Completion of specific degree requirements.
- To receive your diploma, you must apply to graduate.
- The requirements of this program are subject to change without notice.

Program Requirements: 24 credits

☐ CNET 1115   IT & Data Assurance 3
☐ CNET 1201♦   A+ Core Hardware & OS Technologies 3
☐ CNET 2112♦   Desktop Operating Systems 3
☐ CNET 2113♦   Network Operating Systems 3
☐ CNET 2114   Fundamentals of Linux/UNIX 3
☐ CNET 2125♦   System Virtualization 3
☐ CNET 2490♦   Industry Certification 0
☐ BUS 1103   Human Relations in the Workplace 3
☐ BUS 1119   Database Management using Microsoft Access 3

Program Electives: 21 credits

Select 22 credits from the following:
☐ CNET 1101   PC Troubleshooting, Maintenance and Repair 2
☐ CNET 2101   Introduction to Networks (CCNA 1) 3
☐ CNET 2105   Security Awareness and Policies 1
☐ CNET 2205   Fundamentals of Wireless LANs 3
☐ CNET 2215♦   Managing Network Security 3
☐ CNET 2297♦   Field Experience and Seminar 1-4
☐ CNET 2301♦   Routing and Switching Essentials (CCNA 2) 3
☐ CNET 2303♦   Scaling Networks (CCNA 3) 3
☐ CNET 2304♦   Connecting Networks (CCNA 4) 3
☐ CNET 2320♦   Unified Communications/VoIP 3
☐ CSCI 1101♦   Introduction to Computer Science and Problem Solving 3

General Education/MnTC Requirements: 15 credits

Complete at least one course in 3 of 10 goal areas below, including listed courses.
☐ 1. Communication
    ☐ ENGL 1120 **OR** ENGL 1121♦ 4
    ☐ CMST 1110 **OR** CMST 2215 **OR** CMST 2220 3
☐ 2. Critical Thinking
☐ 3. Natural Science
☐ 4. Mathematical/Logical Reasoning
    ☐ MATH 1200♦   **OR** PHIL 1105 3
☐ 5. History/Social/Behavioral Sciences
    ☐ ECON 2205 3
☐ 6. Humanities/Fine Arts
☐ 7. Human Diversity
☐ 8. Global Perspective
☐ 9. Ethical/Civic Responsibility
☐ 10. People and the Environment

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY
COMMUNITY COLLEGE

Art

Associate in Fine Arts (AFA) Degree Program

Program Requirements 34
General Education/MnTC 24
Wellness 2
Total Credits 60

Program Information

This program is designed for transfer to a Bachelor's degree in Fine Arts. For assistance in program planning or to explore additional transfer options, students should schedule a time to meet with an academic advisor. This degree may transfer in part or in its entirety to baccalaureate institutions. Students should meet with a representative of the transfer institution when planning their program. For more information on Anoka-Ramsey, visit our website at AnokaRamsey.edu

Program Goals

By completing this program, students will achieve the following learning goals:

1. Demonstrate a required level of creativity and technical proficiency in their medium;
2. Demonstrate an ability to execute images that reflect their own ideas and concepts;
3. Demonstrate an ability to develop a consistent body of work reflecting a concept/theme;
4. Demonstrate a required level of critical evaluation of their own artwork;
5. Understand the historical and cultural development of works of art throughout the ages from pre-history to the 21st Century; and
6. Communicate informed personal reactions to works of art.

Developmental Courses

Some students may need preparatory courses in the areas of English, mathematics, or reading. Courses numbered below 1000 will not apply toward this degree.

Completion Requirements

- A minimum of 60 semester credits in courses numbered 1000 or above.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- Satisfy residency requirements. See page 26
- Completion of specific degree requirements.
- To receive your diploma, you must apply to graduate.
- The requirements of this program are subject to change without notice.

Program Sequence:

The sequence that follows is suggested for full-time students. Part-time students will need more time to complete this program; many courses are offered in the evening.

1st YEAR	Fall Semester		Spring Semester	
	ART 1115	3	ART 1117	3
	ART 1141	3	ART 1142	3
	ART 1165	3	ART 1251	3
	Gen Ed/HPER	6	Gen Ed/HPER	6
	TOTAL	**15**	**TOTAL**	**15**

2nd YEAR	Fall Semester		Spring Semester	
	ART 1107	3	ART 1108	3
	ART 1241	3	Elective Studio Course	3
	Elective Course Studio	3	ART 2200	1
	Gen Ed/HPER	6	ART 1161	3
	TOTAL	**15**	Gen Ed/HPER	5
			TOTAL	**15**

Program Requirements: 34 credits

- ☐ ART 1107 Art History I
  (credits counted in Gen. Ed. requirements below)
- ☐ ART 1108   Art History II 3
- ☐ ART 1115   Design I, Basic Visual Theory 3
- ☐ ART 1117   3D Design 3
- ☐ ART 1141   Drawing I 3
- ☐ ART 1142♦   Drawing II 3
- ☐ ART 1161   Sculpture I 3
- ☐ ART 1165   Photography I 3
- ☐ ART 1241   Painting I 3
- ☐ ART 1251   Ceramics: Beginning Wheel-Throwing 3
- ☐ ART 2200♦   Portfolio Seminar 1

Select two of the following (6 credits):
(additional studio electives are possible dependent upon Gen Ed Requirements)

- ☐ ART 1121, 1122♦   Stained Glass I, II 3
- ☐ ART 1131, 1132♦   Glass Blowing I, II 3
- ☐ ART 1143   Introduction to Figure Drawing 1
- ☐ ART 1144, 1145♦ Watercolor I, II 3
- ☐ ART 1162♦   Sculpture II 3
- ☐ ART 1164   Pinhole Photography 1
- ☐ ART 1166   Photography II 3
- ☐ ART 1170, 1171♦   Digital Imaging, I, II 3
- ☐ ART 1242♦   Painting II 3
- ☐ ART 1252♦   Ceramics: Intermediate Wheel-Throwing 3
- ☐ ART 1281   Ceramics: Beginning Handbuilding 3

General Education/MnTC Requirements: 24 credits

Complete at least 24 credits from the Minnesota Transfer Curriculum (MnTC), including all courses listed. You must complete at least one course in six of the ten goal areas. One course may satisfy more than one goal area, but the course credits may be counted only once.

- ☐ 1. Communication *(two courses required; one from A and one from B)*
  - ☐ A. ENGL 1120 **OR** 1121♦ 4
  - ☐ B. CMST 1110, 2215 **OR** 2220 3
- ☐ 2. Critical Thinking
- ☐ 3. Natural Science
- ☐ 4. Mathematical/Logical Reasoning
- ☐ 5. History/Social/Behavioral Sciences
- ☐ 6. Humanities/Fine Arts
  - ☐ ART 1107 3
- ☐ 7. Human Diversity
- ☐ 8. Global Perspective
- ☐ 9. Ethical/Civic Responsibility
- ☐ 10. People and the Environment

Wellness Requirements: 2 credits

- ☐ Any 2 Wellness /HPER credits required

(HPER 1102 recommended if transferring to teaching program)

♦ **Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.**

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY COMMUNITY COLLEGE

Program Requirements......................21
Program Electives.............................9
General Education/MnTC...............29
Wellness Requirement.......................1
Total Credits...................................60

Program Information

This degree is intended to constitute the first two years of a baccalaureate degree program. In addition to lower division introductory coursework in Creative Writing, the 40-credit Minnesota Transfer Curriculum (MnTC) is completed within the degree to facilitate transfer. For assistance in program planning, or to explore additional transfer options, students should schedule a time to meet with an academic advisor. This degree may transfer in part or in its entirety to baccalaureate institutions. Students should meet with a representative of the transfer institution when planning their program.

Program Goals

By completing this program, students will achieve the following learning goals:

1. Demonstrate critical knowledge of a wide range of contemporary literature and a variety of diverse cultural viewpoints;
2. Demonstrate expertise in critical analysis of professional works of creative writing as writers (reading as writers);
3. Demonstrate knowledge of prosody, narrative strategies, forms, genres, and aesthetics by learning to write well in many creative forms. This includes a basic command of grammar;
4. Demonstrate intellectual discipline by narrowing one's creative focus and energies to produce the most effective work while meeting deadlines and managing time effectively; and
5. Demonstrate habits of creativity in the form of experimentation, inventiveness, and revision.

Developmental Courses

Some students may need preparatory courses in the areas of English, mathematics, or reading. Courses numbered below 1000 will not apply toward this degree.

Completion Requirements

- A minimum of 60 semester credits in courses numbered 1000 or above.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- A minimum cumulative grade point average (GPA) of 2.0 in all MnTC courses.
- Satisfy residency requirements. See page 26.
- Completion of specific degree requirements.
- To receive your diploma, you must apply to graduate.
- The requirements of this program are subject to change without notice.

Program Requirements: 21 credits

- ☐ ENGL 2241♦ Introduction to Creative Writing 3
- ☐ ENGL 2261♦ Creative Nonfiction Writing 3
- ☐ ENGL 2262♦ Poetry Writing. 3
- ☐ ENGL 2263♦ Fiction Writing 3
- ☐ ENGL 2281♦ A Writer's Life: Publishing, Proposals, and Grants.. 3
- ☐ ENGL 2291♦ Manuscript Development 3

Choose one of the following:
- ☐ ENGL 2251♦ Introduction to Creative Writing for Stage and Screen 3

  OR
- ☐ ENGL 2271♦ Introduction to Creative Writing for Children and Young Adults 3

Program Electives: 9 credits

Choose a minimum of 9 credits from the following courses.
- ☐ ENGL 2203 The Novel 3
- ☐ ENGL 2204 Short Stories 3
- ☐ ENGL 2207 Drama 3
- ☐ ENGL 2208 Poetry 3
- ☐ ENGL 2209 Children's Literature 3
- ☐ ENGL 2210 Global Literature 3
- ☐ ENGL 2220 British Literature to 1800 3
- ☐ ENGL 2225 British Literature Since 1800 3
- ☐ ENGL 2230 American Literature to 1865...................................3
- ☐ ENGL 2235 American Literature Since 1865............................3

General Education/MnTC Requirements: 29 credits

Distribution requirements are satisfied through completion of the (MnTC) listed below. These criteria must be met to complete the MnTC:

1. All ten emphasis areas listed below must be completed.
2. A total of at least 40 semester credits from courses listed in the MnTC must be satisfactorily completed. The additional 8 credits to meet the required 40 Minnesota Transfer Curriculum credits are embedded in the Program Requirements, as well as satisfying 6 of the 10 goal areas of the Minnesota Transfer Curriculum. One course may satisfy more than one emphasis area, but the course credits may be counted only once.

- ☐ 1. Communication (*two courses required; one from A and one from B*)
  - ☐ A. ENGL 1120 **OR** 1121♦..4
  - ☐ B. CMST 1110 **OR** CMST 2215 3
- ☐ 2. Critical Thinking (*three courses required*)
- ☐ 3. Natural Science (*one must include a lab*)
  - ☐ A. One Physical Science course *required*
  - ☐ B. One Biological Science course *required*
- ☐ 4. Mathematical/Logical Reasoning (*one course required*)
- ☐ 5. History/Social/Behavioral Sciences
  (*two courses required; one from each of two categories*)
  - ☐ A. Economics/Geography
  - ☐ B. Anthropology/Psychology/Sociology
  - ☐ C. History/Political Science

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY
COMMUNITY COLLEGE

Creative Writing

☐ 6. Humanities/Fine Arts
    (*two courses required; one from each of two categories*)
    ☐ A. Literature
        ENGL 2202 is required 3
    ☐ B. Humanities/Philosophy
    ☐ C. Art/Music/Theatre
☐ 7. Human Diversity (*at least one course*)
☐ 8. Global Perspective (*at least one course*)
☐ 9. Ethical/Civic Responsibility (*at least one course*)
☐ 10. People and the Environment (*at least one course*)

Wellness Requirements: 1 credit

☐ Any HPER course 1

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY
COMMUNITY COLLEGE

AnokaRamsey.edu

Music

Associate in Fine Arts (AFA) Degree Program

Program Information

This program is designed for transfer to a bachelor's degree in music. Students may choose an elective course related to music education, music therapy, or music business. For assistance in program planning, or to explore additional transfer options, students should schedule a time to meet with an academic advisor. This degree may transfer in part or in its entirety to baccalaureate institutions. Students should meet with a representative of the transfer institution when planning their program.

Program Goals

By completing this program, students will achieve the following learning goals

1. Demonstrate a required level of artistry and technical proficiency on their instrument;
2. Demonstrate a required level of music analytical competence;
3. Demonstrate a required level of aural recognition;
4. Understand the historical and cultural development of music throughout the ages; and
5. Communicate informed personal reactions to recorded and live music.

Developmental Courses

Some students may need preparatory courses in the areas of English, mathematics, or reading. Courses numbered below 1000 will not apply toward this degree.

Piano Proficiency

Two semester sequence of Keyboard lab prepares students for the piano proficiency exam at a transfer institution. Keyboard competency exam may be administered on an individual basis, contact the piano faculty for testing.

Completion Requirements

- A minimum of 68 semester credits in courses numbered 1000 or above.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- A minimum cumulative grade point average (GPA) of 2.0 in all MnTC courses.
- Satisfy residency requirements. See page 26.
- A minimum grade of C must be earned in all program requirements.
- Completion of specific degree requirements.
- To receive your diploma, you must apply to graduate.
- The requirements of this program are subject to change without notice.

Program Requirements: 35 credits

- ☐ MUSC 1101 Introduction to World Music (included in the MnTC)
- ☐ MUSC 1113 Introduction to Music Technology.........................1
- ☐ MUSC 1116 Music Theory I (included in the MnTC)
- ☐ MUSC 1117 Aural Comprehension I 2
- ☐ MUSC 1121 Keyboard Skills for Majors I 2
- ☐ MUSC 1122♦ Keyboard Skills for Majors II 1
- ☐ MUSC 1126♦ Music Theory II 3
- ☐ MUSC 1127♦ Aural Comprehension II 2
- ☐ MUSC 2201 Music History & Literature I (included in the MnTC)
- ☐ MUSC 2202 Music History & Literature II (included in the MnTC)
- ☐ MUSC 2216♦ Advanced Music Theory I 3
- ☐ MUSC 2217♦ Advanced Aural Comprehension I 2
- ☐ MUSC 2226♦ Advanced Music Theory II...................................3
- ☐ MUSC 2227♦ Advanced Aural Comprehension II.......................2

Music Large Ensemble Credits*:   4
- ☐ MUSC 1106 Concert Band 0-1
- ☐ MUSC 1107 String Orchestra 0-1
- ☐ MUSC 1108 Concert Choir   0-1

Music Small Ensemble Credits*:   2
- ☐ MUSC 1146 Jazz Ensemble 0-1
- ☐ MUSC 1147♦ Musical Theatre Ensemble 0-1
- ☐ MUSC 1148♦ Chamber Singers 0-1
- ☐ MUSC 1149 Guitar Ensemble...0-1
- ☐ MUSC 2145 Chamber Ensembles 0-1

*Ensemble credits (one per course) are to be chosen from the options listed, performing on major instrument, and courses may be repeated (see Anoka-Ramsey Music Department Handbook for recommendations).

Music Applied Lesson Credits*:.. 8
- ☐ MUSC 2150 AFA Applied Lesson (3 semesters at 2 credits each)** 6
- ☐ MUSC 2175 AFA Recital Applied Lesson** 2
- ☐ MUSC 2151 AFA Performance Hour (4 semesters) 0

**All four semesters of Applied Lessons (MUSC 2150 and MUSC 2175) and the sophomore recital are to be focusing on the same instrument, the student's "major" instrument.

- ☐ Program Electivs: 3
- ☐ MUSC 2115 Intro to Music Education or MUSC 2135 Music Therapy, Techniques and Materials or MUSC 1120 Music Business

General Education/MnTC Requirements: 30 credits

Complete at least 30 credits in courses from the Minnesota Transfer Curriculum (MnTC), including all courses that are listed. You must complete at least one course in six of the ten goal areas. One course may satisfy more than one goal area, but the course credits may be counted only once.

- ☐ 1. Communication
  - ☐ ENGL 1120 **OR** ENGL 1121♦ 4
- ☐ 2. Critical Thinking ....
- ☐ 3. Natural Science
  - ☐ (BIOL 1104 is recommended)
- ☐ 4. Mathematical/Logical Reasoning

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY
COMMUNITY COLLEGE

Music

☐ 5. History/Social/Behavioral Sciences
    (PSYC 1110 is recommended)
☐ 6. Humanities/Fine Arts
    ☐ MUSC 1116 3
    ☐ MUSC 2201 3
☐ 7. Human Diversity
    ☐ MUSC 1101 3
☐ 8. Global Perspective
    ☐ MUSC 2202 3
☐ 9. Ethical/Civic Responsibility
    (PSYC 2250 is recommended)
☐ 10. People and the Environment

NOTE: If students do not follow the recommended MnTC courses
listed, additional credits may be required to complete this degree program.

Program Sequence:

The sequence that follows is suggested for full-time students. Part-time students will need more time to complete this program.

1st YEAR	Fall Semester		Spring Semester	
	MUSC 1116/1117	5	MUSC 1126/1127	5
	MUSC 1121	2	MUSC 1122	1
	MUSC Large Ensemble	1	MUSC Large Ensemble	1
	MUSC 2150/2151	2	MUSC 2150/2151	2
	ENGL 1121	4	MUSC 1101	3
	Gen Ed	4	MnTC	4
	TOTAL	**18**	**TOTAL**	**16**

2nd YEAR	Fall Semester		Spring Semester	
	MUSC 2216/2217	5	MUSC 1113	1
	MUSC 2201	3	MUSC 2226/2227	5
	MUSC Large Ensemble	1	MUSC 2202	3
	MUSC 2150/2151	2	MUSC Large Ensemble	1
	MUSC Small Ensemble	1	MUSC 2175/2151	2
	Gen Ed	6	MUSC Small Ensemble	1
			MUSC Elective Course	3
	TOTAL	**18**	**TOTAL**	**16**

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY
COMMUNITY COLLEGE

Theatre
Associate in Fine Arts (AFA) Degree

Program Requirements.....................25
General Education/MnTC 35
Total Credits 60

Program Information

This program is designed for transfer to a bachelor's degree in fine arts. The 40-credit Minnesota Transfer Curriculum (MnTC) is completed within the degree to facilitate easy transfer. For assistance in program planning, or to explore additional transfer options, students should schedule a time to meet with an academic advisor. This degree may transfer in part or in its entirety to baccalaureate institutions. Students should meet with a representative of the transfer institution when planning their program.

Program Goals

By completing this program, students will achieve the following learning goals:
1. Demonstrate an understanding of the mechanics of stage production;
2. Demonstrate a required level of proficiency in acting and directing;
3. Participate in theatrical productions at varied levels including design, makeup, stagecraft, and production; and
4. Demonstrate an understanding of the historical and contemporary contexts for theatre arts.

Developmental Courses

Some students may need preparatory courses in the areas of English, mathematics or reading. Courses numbered below 1000 will not apply toward this degree.

Completion Requirements

- A minimum of 60 semester credits in courses numbered 1000 or above.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- Satisfy residency requirements. See page 26.
- A minimum grade of C must be earned in all program requirements.
- Completion of specific degree requirements.
- To receive your diploma, you must apply to graduate.
- The requirements of this program are subject to change without notice.

Program Sequence:

The sequence that follows is suggested for full-time students. Part-time students will need more time to complete this program; many courses are offered in the evening.

1st YEAR	Fall Semester	Spring Semester
	THTR 1101 3	THTR 2206 3
	THTR 2205 3	THTR 1109.......................1
	Gen. Ed. 8-10	THTR 2210.......................2
	TOTAL 14-16	Gen. Ed. or Electives 8-10
		TOTAL 14-16

2nd YEAR	Fall Semester	Spring Semester
	THTR 2211 3	THTR 2220 3
	THTR 2230 3	THTR 2270 3
	THTR 1109.......................1	Gen. Ed. 8-10
	Gen. Ed. 5-7	**TOTAL 14-16**
	TOTAL 12-14	

Program Requirements: 25 credits

☐ THTR 1101   Introduction to the Theatre....................................3
☐ THTR 1109**   Practical Experience in Theatre 2
☐ THTR 2205   Acting Movement 3
☐ THTR 2206   Acting Vocal 3
☐ THTR 2210   Stage Make-up 2
☐ THTR 2211   Stagecraft 3
☐ THTR 2220♦   Play Directing..3
☐ THTR 2230   Survey of Drama..3
☐ THTR 2270♦   Auditioning 3

Course is one credit, **must be taken at least twice

General Education/MnTC Requirements: 35 credits

Complete all ten areas of the Minnesota Transfer Curriculum (MnTC), including all courses listed. Additional credits needed to meet the 40-credit MnTC are fulfilled through the Program Requirements above. One course may satisfy more than one emphasis area, but the course credits may be counted only once.

☐ 1. Communications *(two courses required; one from A and one from B)*
    ☐ A. ENGL 1120 *OR* ENGL 1121♦ 4
    ☐ B. CMST 1110 *OR* CMST 2220 3
☐ 2. Critical Thinking (satisfied with required coursework)
☐ 3. Natural Science (one must include a lab)   7
    ☐ A. One Physical Science course required
    ☐ B. One Biological Science course required (BIOL 1103 is recommended)
☐ 4. Mathematical/Logical Reasoning
    (One course required)..3
☐ 5. History/Social/Behavioral Sciences
    (two courses required; one from A or C and one from B)
    ☐ A. Economics/Geography *OR* C. History/Political Science:
    (One course required)..3
    ☐ B. Anthropology/Psychology/Sociology
    (PSYC 1110 is recommended) 4
☐ 6. Humanities/Fine Arts
    (two courses required; one from A or B and one from C)
    ☐ A. Literature *OR* B. Humanities/Philosophy
    (ENGL 2207 is recommended)....................................3
    ☐ C. Art/Music/Theatre (satisfied with required THTR courses)
☐ 7. Human Diversity
    (one course required: PSYC 1110 is recommended)
☐ 8. Global Perspective *(one course required)* 3
☐ 9. Ethical/Civic Responsibility *(one course required)* 3
☐ 10. People and the Environment *(one course required:*
    (BIOL 1103 is recommended)

☐ Plus 2 additional credits from MnTC 2

NOTE: If students do not follow the recommended MnTC courses listed, additional credits may be required to complete the degree program.

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY
COMMUNITY COLLEGE

Accounting
Associate in Science (AS) Degree

Program Requirements....................30
General Education/MnTC...............30
Total Credits 60

Program Information

This program is designed for possible employment at the associate-degree level. For assistance in program planning, or to explore additional transfer options, students should schedule a time to meet with an academic advisor. This degree may transfer in part or in its entirety to baccalaureate institutions. Students should meet with a representative of the transfer institution when planning their program.

Program Goals

By completing this program, students will achieve the following learning goals:
1. Prepare journal entries and financial statements.
2. Use critical thinking skills to analyze and solve business problems.
3. Appropriately use technology to solve business problems.
4. Demonstrate effective business communication skills.

Developmental Courses

Some students may need preparatory courses in the areas of English, mathematics or reading. Courses numbered below 1000 will not apply toward this degree.

Completion Requirements

- A minimum of 60 semester credits in courses numbered 1000 or above.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- Satisfy residency requirements. See page 26.
- A minimum grade of C must be earned in all program requirements
- All accounting and computing courses should be completed within seven years.
- Completion of specific degree requirements.
- To receive your diploma, you must apply to graduate.
- The requirements of this program are subject to change without notice.

Program Requirements: 30 credits

ARCC courses:
- ☐ BUS 1104 Written Business Communication 3
- ☐ BUS 1112 Computer Concepts and Applications 3
- ☐ BUS 1125 Financial Accounting..4
- ☐ BUS 1130 Accounting Fundamentals 1
- ☐ BUS 1140 Applied Accounting...1
- ☐ BUS 2126♦ Managerial Accounting...4
- ☐ ECON 2206 Principles of Microeconomics 3
- ☐ MATH 1110♦ Introduction to Statistics..3

Select either **Option A** or **Option B**:

Option A

Any eight credits of upper-division accounting courses at a bachelor's degree-granting institution.

Note: Agreements exist with Metropolitan and Bemidji State Universities whereby ARCC students may enroll in accounting courses offered by those institutions in order to complete the requirements of this degree. Metropolitan or Bemidji State University tuition and fee rates apply.

Metropolitan State University courses taught at ARCC:
- ☐ ACCT 310♦♦ Financial Reporting 4
- ☐ ACCT 520♦♦ Advanced Strategic Management Accounting 4

Many upper-division accounting courses are offered online by Bemidji State University (as its accounting degree may be completed entirely online).

Option B

Four credits of BUS 2233 at Anoka-Ramsey and four credits of upper division accounting.
- ☐ BUS 2233*—Intermediate Accounting (4 cr) completion of this course will generally transfer as an elective.
- ☐ Any 4 credits of upper-division accounting courses at a bachelor's degree-granting institution.

Additional coursework/experience in electronic spreadsheet skills (such as BUS 1143) is strongly recommended.

General Education/MnTC Requirements: 30 credits

Complete at least 30 credits in courses from the Minnesota Transfer Curriculum (MnTC), including all courses listed. You must complete at least one course in six of the ten goal areas. One course may satisfy more than one goal area, but the course credits may be counted only once. Underlined courses are required to meet Metropolitan State University transfer requirements.

- ☐ 1. Communication
  - ☐ ENGL 1120 **OR** ENGL 1121♦ 4
  - ☐ CMST 1110 **OR** CMST 2220..3
- ☐ 2. Critical Thinking
- ☐ 3. Natural Science
- ☐ 4. Mathematical/Logical Reasoning
  - ☐ MATH 1200♦...3
- ☐ 5. History/Social/Behavioral Sciences
  - ☐ A. ECON 2205 3
  - ☐ B. Also select one course in HIST/POLS/ANTH/PSYC/SOC (PSYC 1110 is recommended)
- ☐ 6. Humanities/Fine Arts
- ☐ 7. Human Diversity
- ☐ 8. Global Perspective
- ☐ 9. Ethical/Civic Responsibility
- ☐ 10. People and the Environment

♦ *Course has a prerequisite. Prerequisites are listed on course schedule and in ARCC Catalog Course Descriptions pages.*

♦♦ *Course has a prerequisite. Prerequisites are listed in Metropolitan State University Catalog.*

NOTE: You are encouraged to contact an academic advisor,at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY
COMMUNITY COLLEGE

AnokaRamsey.edu

Applied Engineering Technology-Biomedical Design & Manufacturing Associate in Science (AS) Degree

Program Requirements 30
General Education/MnTC 30
Total Credits 60

Program Information

This program will prepare students for a career in Biomedical Device Manufacturing at either a technician level, or advance to an applied engineering level. Drawing heavily on industry representative feedback, this unique program of study includes an introduction to biomedical manufacturing technology and industry-specific software and hardware training. Along with a strong general education core including a solid science and math foundation, students will participate in coursework that strengthens their communication and critical thinking/problem-solving abilities. For assistance in program planning, or to explore additional transfer options, students should schedule a time to meet with an academic advisor. This degree may transfer in part or in its entirety to baccalaureate institutions. Students should meet with a representative of the transfer institution when planning their program. For additional information about our programs, visit our website at http://www.anokaramsey.edu/BMED

Program Goals

By completing this program, students will achieve the following learning goals:

1. Apply mathematical, physical and biological foundations to the solution of biomedical engineering problems;
2. Incorporate techniques, skills, and tools necessary for achieving robust engineering solutions;
3. Develop a comprehensive awareness of constraints that challenge the design and manufacture of biomedical devices; and
4. Demonstrated capacity to participate on multi-disciplinary teams to achieve desired results.

Developmental Courses

Some students may need preparatory courses in the areas of English, mathematics or reading. Courses numbered below 1000 will not apply toward this degree.

Completion Requirements

- A minimum of 60 semester credits in courses numbered 1000 or above.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- Satisfy residency requirements. See page 26.
- A minimum grade of C must be earned in all program requirements.
- Completion of specific degree requirements.
- To receive your diploma, you must apply to graduate.
- The requirements of this program are subject to change without notice.

Program Requirements: 30 credits

☐ AENG 2225   Digital Electronics 3
☐ AENG 2230   Electromechanical Devices.................................... 3
☐ AENG 2235   Instrumentation and Control................................ 3
☐ BMED 1100   Introduction to Biomedical Devices/Industry 2
☐ BMED 2100   Design and Manufacturing in the Medical Device Industry.. 3
☐ BMED 2200   Introduction to Medical Device Regulations and Ethics 3
☐ BMED 2297*   Capstone Experience and Seminar 4
☐ BMED 2300   Introduction to Quality Assurance........................ 3
☐ BMED 2520♦   Technical Writing for Regulated Industries 3
☐ ENGR 1111♦   Engineering Graphics 3

***It is recommended that all biomedical courses be completed prior to taking BMED 2297 Capstone Experience & Seminar. Permission of Program Director required for this course.**

General Education/MnTC Requirements: 30 credits

Complete at least 30 credits in courses from the Minnesota Transfer Curriculum (MnTC), including all courses listed. You must complete at least one course in six of the ten goal areas. One course may satisfy more than one goal area, but the course credits may be counted only once.

☐ 1. Communication
    ☐ ENGL 1120 **OR** ENGL 1121♦ 4
    ☐ CMST 2251 3
☐ 2. Critical Thinking (*met by ENGL 1121*)
☐ 3. Natural Science
    ☐ BIOL 1104 4
    ☐ PHYS 1317♦.. 4
☐ 4. Mathematical/Logical Reasoning
    ☐ MATH 1110♦... 3
    ☐ MATH 1200♦... 3
    ☐ MATH 1201♦... 4
☐ 5. History/Social/Behavioral Sciences
    ☐ PSYC 1110 4
☐ 6. Humanities/Fine Arts
☐ 7. Human Diversity
☐ 8. Global Perspective
☐ 9. Ethical/Civic Responsibility
☐ 10. People and the Environment

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY
COMMUNITY COLLEGE

AnokaRamsey.edu

2016-2017
Biological Sciences
Associate in Science (AS) Degree

Program Information

This degree program prepares students for transfer to four-year baccalaure-ate programs majoring in the biosciences and related academic tracks such as pre-med and pre-vet. For assistance in program planning, or to explore additional transfer options, students should schedule a time to meet with an academic advisor. This degree may transfer in part or in its entirety to baccalaureate institutions. Students should meet with a representative of the transfer institution when planning their program.

Program Goals

By completing this program, students will achieve the following learning goals:

1. Demonstrate comprehension of biological systems at all levels of bio-logical organization;
2. Apply the scientific method within course investigations;
3. Communicate biological data, analyses, and interpretations orally and/or in writing; and
4. Demonstrate application of critical thinking in classroom, field, and laboratory studies.

Developmental Courses

Some students may need preparatory courses in the areas of English, math-ematics or reading. Courses numbered below 1000 will not apply toward this degree.

Completion Requirements

- A minimum of 60 semester credits in courses numbered 1000 or above.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- Satisfy residency requirements. See page 26.
- Completion of specific degree requirements.
- To receive your diploma, you must apply to graduate.
- The requirements of this program are subject to change without notice.

Program Sequence:

The sequence that follows is suggested for full-time students. Students enrolling in this program should be advised to enroll in CHEM 1061 during the summer session prior to beginning the program. Part-time students will need more time to complete this program; many courses are offered in the evening.

	Fall Semester	Spring Semester
1st YEAR	BIOL 1106....................... 4 CHEM 1061 .... 4 MATH 1201.................... 4 Gen. Ed./MnTC..........3-4 **TOTAL 15-16**	Addt'l Requirement .... 4 BIOL 1107 .... 4 CHEM 1062................... 4 Gen. Ed./MnTC..........3-4 **TOTAL 15-16**
2nd YEAR	Addt'l Requirement .... 4 CHEM 2061.................... 5 Gen. Ed./MnTC..........6-8 **TOTAL 15-17**	Addt'l Requirement .... 4 CHEM 2062 .... 5 Gen. Ed./MnTC..........6-8 **TOTAL 15-17**

Program Requirements: 18 credits

- ☐ BIOL 1106♦ Principles of Biology I.. 4
- ☐ BIOL 1107♦ Principles of Biology II 4
- ☐ CHEM 2061♦ Organic Chemistry I.. 5
- ☐ CHEM 2062♦ Organic Chemistry II 5

Additional Requirements: 12 credits

Electives: Select a total of 12 credits from the following list of courses, with a minimum of four credits from the following list of molecular-based courses and a minimum of four credits from the following list of organismal-based courses:

MOLECULAR-BASED COURSES:
- ☐ BIOL 2201♦ Microbiology 4
- ☐ BIOL 2202♦ Genetics... 4
- ☐ BIOL 2208♦ Cell Biology**... 4
- ☐ BIOL 2230♦ Directed Research in Biology 2-4

ORGANISMAL-BASED COURSES:
- ☐ BIOL 2206♦ Animal Biology* 4
- ☐ BIOL 2207♦ Plant Biology* 4
- ☐ BIOL 2209♦ General Ecology** 4
- ☐ BIOL 2230♦ Directed Research in Biology 2-4

Students transferring to the University of Minnesota should enroll in BIOL 2201, 2202, 2206 or 2207.

**Students transferring to Minnesota State University-Mankato should enroll in BIOL 2208 and BIOL 2209.*

NOTE: Most transfer programs require 5 or more credits in Physics; consult with an advisor to find out which course(s) are required by your transfer institution.

General Education/MnTC Requirements: 30 credits

Complete at least 30 credits in courses from the Minnesota Transfer Curriculum (MnTC), including all courses listed. You must complete at least one course in six of the ten goal areas. One course may satisfy more than one goal area, but the course credits may only be counted once.

- ☐ 1. Communication
  - ☐ ENGL 1120 **OR** ENGL 1121♦ (*also meets goal area 2*) 4
  - ☐ CMST 2220 (*also meets goal area 7*) 3
- ☐ 2. Critical Thinking (met by ENGL 1120/1121)
- ☐ 3. Natural Science
  - ☐ CHEM 1061♦ 4
  - ☐ CHEM 1062♦ 4
- ☐ 4. Mathematical/Logical Reasoning one of the following:
  - ☐ MATH 1201, 1210, 1310, 1400 **OR** 1401♦.................. 4
- ☐ 5. History/Social/Behavioral Sciences
- ☐ 6. Humanities/Fine Arts
- ☐ 7. Human Diversity (*met by CMST 2220*)
- ☐ 8. Global Perspective
- ☐ 9. Ethical/Civic Responsibility
- ☐ 10. People and the Environment

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY
COMMUNITY COLLEGE

Biomedical Technology

Associate in Science (AS) Degree

Program Requirements.................... 13
Additional Requirements................. 17
General Education/MnTC 30
Total Credits 60

Program Information

This program prepares students for entry-level positions in biomedical companies or for transfer to four-year colleges. For assistance in program planning, or to explore additional transfer options, students should schedule a time to meet with an academic advisor. This degree may transfer in part or in its entirety to baccalaureate institutions. Students should meet with a representative of the transfer institution when planning their program. The Biomedical Technology degree provides a solid foundation in science and technology as well as proficiency in problem solving, critical analysis, oral and written communication, and interpersonal skills. For additional information about our biomedical programs, visit our website at http://www.anokaramsey.edu/BMED

Program Goals

By completing this program, students will achieve the following learning goals:

1. Demonstrate the ability to integrate science and math skills with technical requirements of the medical device industry;
2. Demonstrate an understanding of trends, size, and scope of the medical device industry;
3. Demonstrate proficiency in oral and written communication, interpersonal skills and critical thinking/problem solving;
4. Demonstrate an understanding of the processes involved in the design, development and manufacture of medical devices;
5. Demonstrate knowledge of various certification standards and agencies involved in regulatory processes specific to the medical device industry; and

Developmental Courses

Some students may need preparatory courses in the areas of English, reading, or mathematics. Courses numbered below 1000 will not apply toward this degree.

General Information

College-level competence in English, writing, mathematics, and computer competency should be acquired before entering the BMED programs. All BMED program requirements are offered at the Coon Rapids Campus.

Completion Requirements

- A minimum of 60 semester credits in courses numbered 1000 or above.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- Satisfy residency requirements. See page 26.
- A minimum grade of C must be earned in all program requirements.
- All BMED requirements must be completed at ARCC.
- Completion of specific degree requirements.
- To receive your diploma, you must apply to graduate.
- The requirements of this program are subject to change without notice.

Program Requirements: 13 credits

☐ BMED 1100   Introduction to Biomedical Devices/Industry 2
☐ BMED 2100   Design and Manufacturing in the Medical Device Industry 3
☐ BMED 2200   Introduction to Medical Device Regulations/Ethics 3
☐ BMED 2300   Introduction to Quality Assurance 3
☐ BMED 2600   Fundamentals of Dimensional Metrology 2

Additional Requirements: 17 credits

☐ BIOL 1102   Medical Terminology 2
☐ BIOL 1104   The Human Body-Structure and Function............. 4
☐ BMED 2520   Technical Writing for Regulated Industries 3
    OR
☐ ENGL 1104♦ Technical Writing 3
☐ CAOR 1102   Career Development... 2

Electives
Select a minimum of 6 credits from the following:
☐ BIOL 2201♦   Microbiology 4
☐ BUS 1101   Introduction to Business.. 3
☐ BUS 1103   Human Relations in the Workplace 3

General Education/MnTC Requirements: 30 credits

Complete at least 30 credits in courses from the Minnesota Transfer Curriculum (MnTC), including all courses listed. You must complete at least one course in six of the ten goal areas. One course may satisfy more than one goal area, but the course credits may be counted only once.

☐ 1. Communication
   ☐ ENGL 1120 **OR** ENGL1121♦ 4
   ☐ CMST 1110 **OR** 2215 **OR** 2220 3
☐ 2. Critical Thinking
☐ 3. Natural Science
   ☐ BIOL 1106♦ 4
   ☐ CHEM 1061♦ 4
☐ 4. Mathematical/Logical Reasoning
   ☐ MATH 1200♦ 3
   ☐ MATH 1201♦ **OR** MATH 1110♦ 3-4
☐ 5. History/Social/Behavioral Sciences
   (Select one Psychology or Sociology course) 3-4
☐ 6. Humanities/Fine Arts
☐ 7. Human Diversity
☐ 8. Global Perspective
☐ 9. Ethical/Civic Responsibility
☐ 10. People and the Environment

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY COMMUNITY COLLEGE

Biomedical Technology

Program Sequence:

The sequence that follows is suggested for full-time students. Part-time students will need more time to complete this program; many courses are offered in the evening.

1st YEAR	Fall Semester	Spring Semester
	BMED 1100 2	BMED 1102....................... 2
	BMED 2100 3	BMED 2200....................... 3
	Gen. Ed. or Electives 9-11	Gen. Ed. or Electives 9-11
	TOTAL 14-16	**TOTAL 14-16**

2nd YEAR	Fall Semester	Spring Semester
	ENGL 1104 or BMED 2250.. 3	BIOL 1104......................... 4
	BMED 2300...................... 3	Gen. Ed. or Electives.10-12
	BMED 2600 2	**TOTAL 14-16**
	Gen. Ed. or Electives 6-8	
	TOTAL 14-16	

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY
COMMUNITY COLLEGE

Program Requirements.....................30
General Education/MnTC...............30
Total Credits 60

Program Information

This program is designed for possible employment at the associate degree level in business, marketing, or management. For assistance in program planning, or to explore additional transfer options, students should schedule a time to meet with an academic advisor. This degree may transfer in part or in its entirety to baccalaureate institutions. Students should meet with a representative of the transfer institution when planning their program.

Program Goals

Upon completion of a business program at ARCC, students will exhibit proficiency in the following areas of business knowledge:

1. Critical Thinking: apply critical thinking skills in the identification, analysis and resolution of business problems;
2. Interpersonal Communication: exhibit interpersonal skills and professional attitudes while working with company stakeholders;
3. Verbal and Written Communication: express ideas, information, proposals and reactions clearly and professionally, in written and spoken form;
4. Technology: demonstrate the ability to utilize current business software programs and information technologies in the creation and distribution of company communications and the creation, analysis, and retrieval of data;
5. Finance: apply knowledge of financial concepts used in personal and business environments that leads to appropriate financial decisions;
6. Ethics: identify and utilize decision making that is ethical and socially responsible in the workplace; and
7. Business Success: identify the major factors of competitive success utilized by domestic and global business organizations.

Developmental Courses

Some students may need preparatory courses in the areas of English, mathematics or reading. Courses numbered below 1000 will not apply toward this degree.

Completion Requirements

- A minimum of 60 semester credits in courses numbered 1000 or above.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- Satisfy residency requirements. See page 26.
- A minimum grade of C must be earned in all program requirements.
- Completion of specific degree requirements.
- To receive your diploma, you must apply to graduate.
- The requirements of this program are subject to change without notice.

Program Requirements: 30 credits

- ☐ BUS 1101   Introduction to Business...3
- ☐ BUS 1104   Written Business Communication 3
- ☐ BUS 1112   Computer Concepts and Applications 3
- ☐ BUS 1125   Financial Accounting...4
- ☐ BUS 2126♦   Managerial Accounting..4
- ☐ BUS 2142   Principles of Marketing..4
- ☐ BUS 2215   Legal Environment of Business 3
- ☐ BUS 2244   Principles of Management 4
- ☐ Business Elective: Select any BUS course..2

General Education/MnTC Requirements: 30

Complete at least 30 credits in courses from the Minnesota Transfer Curriculum (MnTC), including all courses listed. You must complete at least one course in six of the ten goal areas. One course may satisfy more than one goal area, but the course credits may be counted only once.

- ☐ 1. Communication
  - ☐ ENGL 1120 **OR** ENGL 1121♦ 4
  - ☐ CMST 1110 **OR** 2215 **OR** 2220 3
- ☐ 2. Critical Thinking
  - ☐ ECON 2206...3
- ☐ 3. Natural Science
- ☐ 4. Mathematical/Logical Reasoning
  - ☐ MATH 1110♦...3
  - ☐ MATH 1200♦...3
- ☐ 5. History/Social/Behavioral Sciences
  - ☐ A. ECON 2205 3
  - ☐ B. Also select 1 course in Hist/Pols/Anth/Psyc/Soc (*PSYC 1110 is recommended*)
- ☐ 6. Humanities/Fine Arts
- ☐ 7. Human Diversity
- ☐ 8. Global Perspective
- ☐ 9. Ethical/Civic Responsibility
- ☐ 10. People and the Environment

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY
C O M M U N I T Y   C O L L E G E

Business, Industry & Technology
Associate in Science (AS) Degree

Program Requirements....................30
General Education/MnTC..............30
Total Credits..................................60

Program Information

This degree is designed to provide students with a pathway from a technical preparation high school program, technical college vocational program, competency-based education or career coursework program to the completion of a Bachelor of Science degree in Business Administration at Metropolitan State University. This degree blends general education with a focus upon career advancement in business, industry and/or technology. For assistance in program planning, or to explore additional transfer options, students should schedule a time to meet with an academic advisor. This degree may transfer in part or in its entirety to baccalaureate institutions. Students should meet with a representative of the transfer institution when planning their program.

Program Goals

By completing this program, students will achieve the following learning goals:

1. Competently execute academic learning skills and demonstrate the interpersonal skills necessary for success in a four year degree program of study; and
2. Integrate technical knowledge and/or vocational skills in a manner that is flexible, demonstrating critical thinking and transferability of competencies within various circumstances.

Planning

For assistance in program planning, or to explore additional transfer options, students should contact an academic advisor.

Developmental Courses

Some students may need preparatory courses in the areas of English, mathematics or reading. Courses numbered below 1000 will not apply toward this degree.

Completion Requirements

- A minimum of 60 semester credits in courses numbered 1000 or above.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- Satisfy residency requirements. See page 26.
- A minimum grade of C must be earned in all program requirements
- Completion of specific degree requirements.
- To receive your diploma, you must apply to graduate.
- The requirements of this program are subject to change without notice.

Program Requirements: 30 credits

Complete the following courses:
- ☐ BUS 1104   Written Business Communication 3
- ☐ BUS 1112   Computer Concepts and Applications 3
- ☐ BUS 1125   Financial Accounting...4

Electives: Select from the following two options:
Option 1
Complete up to 20 credits of ARCC coursework with the course prefixes from the following career programs:

- (BIOL) Biological or Environmental Sciences
- (BMED) Biomedical Technologies
- (BUS) Business
- (CNET) Computer Networking
- (CSCI) Computer Science
- (HPER) Fitness
- (GEOG) Geography
- (IHH) Integrative Health & Healing
- (NURS) Nursing
- (PTAC) Physical Therapy Assistant

Option 2
Transfer up to 20 college-level credits from a Technical College, Tech/Prep High School program, Credit for Prior Learning program or other degree-granting institution relating to one or more of the following career clusters:

- Agriculture, Food & Natural Resources
- Architecture & Construction
- Arts, A/V Technology & Communications
- Business, Management & Administration
- Education & Training
- Finance
- Government & Public Administration
- Health Science
- Hospitality & Tourism
- Human Services
- Information Technology
- Law, Public Safety, Corrections & Security
- Manufacturing
- Marketing, Sales & Service
- Science, Technology, Engineering & Mathematics
- Transportation, Distribution & Logistics

If you transfer in fewer than 20 credits, you may select the balance of your credits from courses with the department prefixes listed in Option 1.

General Education/MnTC Requirements: 30 credits

Complete at least 30 general education credits from the Minnesota Transfer Curriculum (MnTC), including the required courses listed. You must complete at least one course in six of the ten goal areas. One course may satisfy more than one goal area, but the course credits may be counted only once.

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY
COMMUNITY COLLEGE

Business, Industry & Technology

☐ 1. Communications
  ☐ ENGL 1129 *OR* ENGL 1121♦ 4
☐ 2. Critical Thinking
☐ 3. Natural Sciences
☐ 4. Mathematical/Logical Reasoning
  ☐ MATH 1110♦... 3
  ☐ MATH 1200♦... 3
☐ 5. History/Social/Behavioral Sciences
  ☐ ECON 2205.. 3
  ☐ ECON 2206.. 3
☐ 6. Humanities/Fine Arts
☐ 7. Human Diversity
☐ 8. Global Perspective
☐ 9. Ethical/Civic Responsibility
☐ 10. People and the Environment

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY
COMMUNITY COLLEGE

AnokaRamsey.edu

Community Health
Associate in Science (AS) Degree

Program Requirements 27
Electives 3
General Education/MnTC 30
Total Credits 60

Program Information

This program will enable students to focus studies on health-related issues and interests. The program's interdisciplinary emphasis will address a variety of health topics and perspectives, and will allow students to begin to develop an understanding of personal, public, and community health issues. The program will provide the lower division coursework to form the basis for a four-year degree in public health, community health, health education, and related degree areas. For assistance in program planning, or to explore additional transfer options, students should schedule a time to meet with an academic advisor. This degree may transfer in part or in its entirety to baccalaureate institutions. Students should meet with a representative of the transfer institution when planning their program.

Program Goals

By completing this program, students will achieve the following learning goals:

1. Demonstrate the ability to gather and interpret evidence-based health and wellness information;
2. Understand and apply behavioral strategies to promote positive lifestyle choices;
3. Demonstrate knowledge and understanding of the physiological principles essential to health and wellness; and
4. Demonstrate proficiency in oral and written communication related to topics in health.

Developmental Courses

Some students may need preparatory courses in the areas of English, mathematics or reading. Courses numbered below 1000 will not apply toward this degree.

Completion Requirements

- A minimum of 60 semester credits in courses numbered 1000 or above.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- Satisfy residency requirements. See page 26.
- A minimum grade of C must be earned in all program requirements.
- Completion of specific degree requirements.
- To receive your diploma, you must apply to graduate.
- The requirements of this program are subject to change without notice.

Program Requirements: 27 credits

☐ HPER 1102   Drugs, Alcohol and Tobacco 3
☐ HPER 1103   First Aid/CPR 3
☐ HPER 1108   Consumer Health 3
☐ HPER 1110   Personal and Community Health 3
☐ HPER 1112   Nutrition 3
☐ HPER 1120   Wellness for Life 4
☐ BIOL 2113♦   Human Anatomy and Physiology I 4
☐ BIOL 2114♦   Human Anatomy and Physiology II 4

Program Electives: 3 credits

Select a minimum of 3 credits from the following:

☐ HPER 1109*   Public Health 3
☐ HPER 1115   Stress Management 3

* Must take to transfer to SCSU

General Education/MnTC Requirements: 30 credits

Complete at least 30 credits in the courses from the Minnesota Transfer Curriculum (MnTC), including all courses listed. You must complete at least one course in six of the ten goal areas. One course may satisfy more than one goal area, but the course credits may be counted only once.

☐ 1. Communication
    ☐ ENGL 1120♦ **OR** ENGL 1121♦ 4
    ☐ CMST 1110 **OR** CMST 2215 **OR** CMST 2220 3
☐ 2. Critical Thinking
    ☐ SOC 1111 3
☐ 3. Natural Science (2 courses required; 1 must be a lab course)
    ☐ BIOL 1106♦ 4
    ☐ CHEM 1020♦ 4
☐ 4. Mathematical/Logical Reasoning
    ☐ MATH 1200♦ 3
☐ 5. History/Social/Behavioral Sciences
    ☐ PSYC 1110 4

Choose 2 courses from the following goal areas 5

☐ 6. Humanities/Fine Arts
☐ 7. Human Diversity
☐ 8. Global Perspective
☐ 9. Ethical/Civic Responsibility
☐ 10. People and the Environment

Program Sequence:

The sequence that follows is suggested for full-time students. Part-time students will need more time to complete this program; many courses are offered in the evening.

	Fall Semester	Spring Semester
1st YEAR	CHEM 1020 .... 4 ENGL 1121 .... 4 PSYC 1110 .... 4 HPER 1120 .... 4 **TOTAL 16**	BIOL 1106 .... 4 SOC 1111 .... 3 MATH 1200 .... 3 HPER 1110 .... 3 HPER 1108 .... 3 **TOTAL 16**
2nd YEAR	BIOL 2113 .... 4 Gen. Ed. .... 3 Gen. Ed. .... 3 HPER 1112 .... 3 HPER 1102 .... 3 **TOTAL 16**	BIOL 2114 .... 3 CMST 1110, 2215, or 2220 ... 3 HPER 1109 or 1115 .... 3 HPER 1103 .... 3 **TOTAL 12**

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY
COMMUNITY COLLEGE

AnokaRamsey.edu

Computer Networking & Telecommunications
Associate in Science (AS) Degree

Program Requirements.....................18
Additional Requirements..................12
General Education/MnTC..............30
Total Credits 60

Program Information

This degree program prepares individuals for entry or advancement in the career field of computer network support and administration and also provides the first two years of a bachelor's degree related to information technology and network administration. For assistance in program planning, or to explore additional transfer options, students should schedule a time to meet with an academic advisor. This degree may transfer in part or in its entirety to baccalaureate institutions. Students should meet with a representative of the transfer institution when planning their program. For additional information, visit our website at http://www.anokaramsey.edu

Program Goals

By completing this program, students will achieve the following learning goals:
1. Design and develop secure voice, video, and data networks;
2. Implement and configure networked devices;
3. Demonstrate the skills necessary to administer and monitor networks;
4. Exhibit mastery of problem-solving skills to troubleshoot existing and emerging technologies; and
5. Function as responsible and ethical network administrators for organizations and society.

Developmental Courses

Some students may need preparatory courses in the areas of English, mathematics or reading. Courses numbered below 1000 will not apply toward this degree.

Completion Requirements

- A minimum of 60 semester credits in courses numbered 1000 or above.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- Satisfy residency requirements. See page 26.
- A minimum grade of C must be earned in all program requirements.
- All program requirements must be completed at ARCC.
- Courses within the 45 credit program requirements must be completed within four years. Student may petition to extend the window beyond the four years.
- Completion of specific degree requirements.
- To receive your diploma, you must apply to graduate.
- The requirements of this program are subject to change without notice.

Program Requirements: 18 credits

- ☐ CNET 2101   Introduction to Networks (CCNA 1) 3
- ☐ CNET 2112   Desktop Operating Systems...................................3
- ☐ CNET 2113♦   Network Operating Systems 3
- ☐ CNET 2301♦   Routing and Switching Essentials (CCNA 2).........3
- ☐ CNET 2303♦   Scaling Networks (CCNA 3) 3
- ☐ CNET 2304♦   Connecting Networks (CCNA 4) 3
- ☐ CNET 2490♦   Industry Certification 0

Additional Requirements: 12 credits

- ☐ BUS 1103   Human Relations in the Workplace 3

Electives - Select a minimum of 9 credits from the following:
- ☐ BUS 1119   Database Management Using Microsoft Access......3
- ☐ CNET 1101   PC Troubleshooting, Maintenance & Repair 2
- ☐ CNET 1115   IT & Data Assurance...3
- ☐ CNET 1201   A+ Core Hardware and OS Technologies...............3
- ☐ CNET 2105   Security Awareness and Policies.............................1
- ☐ CNET 2114   Fundamentals of Linux/UNIX..............................3
- ☐ CNET 2125♦   System Virtualization..3
- ☐ CNET 2205   Fundamentals of Wireless LANs 3
- ☐ CNET 2215♦   Managing Network Security 3
- ☐ CNET 2320♦   Unified Communications/VoIP 3
- ☐ CNET 2297♦   Field Experience and Seminar 1-4
- ☐ CSCI 1101♦   Intro to Computer Science and Problem-Solving...3

General Education/MnTC Requirements: 30 credits

Complete at least 30 credits in courses from the Minnesota Transfer Curriculum (MnTC), including all courses listed. You must complete at least one course in six of the ten goal areas. One course may satisfy more than one goal area, but the course credits may be counted only once.

- ☐ 1. Communication
  - ☐ ENGL 1120 **OR** ENGL 1121♦ 4
  - ☐ CMST 1110 **OR** CMST 2215 **OR** CMST 2220 3
- ☐ 2. Critical Thinking
- ☐ 3. Natural Science
- ☐ 4. Mathematical/Logical Reasoning
  - ☐ MATH 1200♦ **OR** PHIL 1105...3
- ☐ 5. History/Social/Behavioral Sciences
  - ☐ ECON 2205..3
- ☐ 6. Humanities/Fine Arts
- ☐ 7. Human Diversity
- ☐ 8. Global Perspective
- ☐ 9. Ethical/Civic Responsibility
- ☐ 10. People and the Environment

Program Sequence:
The sequence that follows is suggested for full-time students. Part-time students will need more time to complete this program; many courses are offered in the eveing.

	Fall Semester	Spring Semester
1st YEAR	CNET 2101 .... 3 CNET 2112.................... 3 Gen. Ed. or Electives.8-10 **TOTAL 14-16**	CNET 2301 .... 3 CNET 2113.................... 3 Gen. Ed. or Electives..8-10 **TOTAL 14-16**
	Fall Semester	Spring Semester
2nd YEAR	CNET 2303.................... 3 CNET 2304 (CR) .... 3 BUS 1103 .... 3 Gen. Ed. or Electives.5-7 **TOTAL 14-16**	CNET 2304 (CC) .... 3 Gen. Ed. or Electives..14-16 **TOTAL 17-19**

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY
COMMUNITY COLLEGE

Program Requirements 19
Additional Requirements 11
General Education/MnTC 30
Total Credits 60

Program Information

This degree program targets a broad range of students interested in careers in Information Technology. For assistance in program planning, or to explore additional transfer options, students should schedule a time to meet with an academic advisor. This degree may transfer in part or in its entirety to baccalaureate institutions. Students should meet with a representative of the transfer institution when planning their program. The program shares curriculum with related courses from Business and Computer Networking to provide graduates with a diverse skill set.

Program Goals

By completing this program, students will achieve the following learning goals:

1. Write and implement algorithms using a programming language of their choice to solve any problem;
2. Write object-oriented programs;
3. Implement data structures in writing complex programs;
4. Be fluent in two or more programming languages;
5. Understand ethical and moral issues as related to Computer Science applications;
6. Understand the computer's architecture as it relates to Computer Science; and,
7. Have a strong base to become a life-long learner in the field of Computer Science.

Developmental Courses

Some students may need preparatory courses in the areas of English, mathematics or reading. Courses numbered below 1000 will not apply toward this degree.

Completion Requirements

- A minimum of 60 semester credits in courses numbered 1000 or above.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- Satisfy residency requirements. See page 26.
- A minimum grade of C must be earned in all program requirements.
- All program requirements must be completed at ARCC.
- Courses within the 30 credit program and additional requirements must be completed within three years. Student may petition to extend the window beyond the three years.
- Completion of specific degree requirements.
- To receive your diploma, you must apply to graduate.
- The requirements of this program are subject to change without notice.

Transfer Note:
Students intending to transfer should choose the following electives:
MATH 1201 and MATH 1400.

Program Requirements: 19 credits

- ☐ CSCI 1101♦   Introduction to Computer Science and Problem Solving 3
- ☐ CSCI 1106♦   Fundamentals of Computer Science I 4
- ☐ CSCI 1107♦   Fundamentals of Computer Science II.................. 4
- ☐ CSCI 2253♦   Assembly Language Programming 4
- ☐ CSCI 2100♦   Discrete Mathematics 4
  (*Cross-listed as MATH 2100*)

Additional Requirements: 11 credits

Select courses from the following to fulfill the 30-credit requirement:

- ☐ CSCI 1115♦   Visual Basic Programming 3
- ☐ CSCI 1125♦   Object-Oriented Programming Using Java............. 3
- ☐ CSCI 1155♦   Introduction to Functional Language Programming 1
- ☐ CNET 2101   Introduction to Networks (CCNA I) 3
- ☐ ENGR 2218♦   Digital Logic... 4
- ☐ MATH 1201♦   College Algebra II and Trigonometry.................... 4
- ☐ MATH 1210♦   Pre-Calculus 5
- ☐ MATH 1400♦   Calculus I 5
- ☐ MATH 1401♦   Calculus II 5

General Education/MnTC Requirements: 30 credits

Complete at least 30 credits in courses from the Minnesota Transfer Curriculum (MnTC), including all courses listed. You must complete at least one course in six of the ten goal areas. One course may satisfy more than one goal area, but the course credits may be counted only once. Students intending to transfer to a 4-year institution should complete all ten goal areas.

- ☐ 1. Communication
  - ☐ ENGL 1120 **OR** ENGL 1121♦ 4
  - ☐ CMST 1110* **OR** CMST 2220 3

*Students may take CMST 2215 Public Speaking in place of CMST 1110 (required by Minnesota State University-Mankato).

- ☐ 2. Critical Thinking
- ☐ 3. Natural Science
- ☐ 4. Mathematical/Logical Reasoning
  - ☐ MATH 1200, 1201, 1210, 1400 **OR** 1401♦ 3
- ☐ 5. History/Social/Behavioral Sciences
- ☐ 6. Humanities/Fine Arts
- ☐ 7. Human Diversity
- ☐ 8. Global Perspective
- ☐ 9. Ethical/Civic Responsibility
- ☐ 10. People and the Environment

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY
COMMUNITY COLLEGE

Computer Science

Program Sequence:

The sequence that follows is suggested for full-time students. Part-time students will need more time to complete this program; many courses are offered in the evening.

1st YEAR	Fall Semester	Spring Semester
	CSCI 1101 4	CSCI 1106 4
	MATH 1200 3	CMST 1110 or 2220 3
	ENGL 1121 4	Gen. Ed. or Electives.9-10
	Gen. Ed. or Electives 4-5	**TOTAL 16-17**
	TOTAL 15-16	

2nd YEAR	Fall Semester	Spring Semester
	CSCI 2253 4	CSCI 1107 4
	Elective 3-4	MATH 2100 4
	Gen. Ed. or Electives ... 8	Gen. Ed. or Electives 3-6
	TOTAL 15-16	**TOTAL 11-14**

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY
COMMUNITY COLLEGE

AnokaRamsey.edu

Engineering
Associate in Science (AS) Degree

Program Information

Students may take the first half of a bachelor's degree in engineering at Anoka-Ramsey Community College. Coursework transfers to four-year baccalaureate engineering programs. Students should plan a program beyond the minimum degree requirements listed in order to transfer into the junior year of their engineering program. For assistance in program planning, or to explore additional transfer options, students should schedule a time to meet with an academic advisor. This degree may transfer in part or in its entirety to baccalaureate institutions. Students should meet with a representative of the transfer institution when planning their program.

Program Goals

By completing this program, students will achieve the following learning goals:
1. Comprehend and apply fundamental engineering concepts;
2. Understand and apply the engineering design process; and
3. Present clear and accurate solutions with respect to mathematics and units of measure.

Developmental Courses

Some students may need preparatory courses in the areas of English, mathematics or reading. Courses numbered below 1000 will not apply toward this degree.

Completion Requirements

- A minimum of 60 semester credits in courses numbered 1000 or above.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- Satisfy residency requirements. See page 26.
- Completion of specific degree requirements.
- To receive your diploma, you must apply to graduate.
- The requirements of this program are subject to change without notice.

Program Requirements: 21 credits

- ☐ CHEM 1061♦ Principles of Chemistry I 4
- ☐ CSCI 1106♦ Fundamentals of Computer Science I 4
- ☐ ENGR 1100 Introduction to Engineering 2
- ☐ MATH 2210♦ Differential Equations.. 4
- ☐ MATH 2220♦ Multivariable Calculus & Vector Analysis 5

Select one of the following courses:
- ☐ MATH 2200♦ Linear Algebra 4
- ☐ MATH 2201♦ Introductory Linear Algebra 2

Students transferring to the University of Minnesota should take MATH 2201

Additional Requirements: 9 credits

Select a miniumum of 9 credits from the following list of courses. Use the transfer table found on the Web to select courses that meet the transfer institution's requirement. In order to transfer into the junior year, plan a program beyond the minimum degree requirements.

- ☐ ENGR 1111♦ Engineering Graphics 3
- ☐ ENGR 2218♦ Digital Logics 4
     OR
- ☐ ENGR 2221♦ Digital Fundamentals... 4
- ☐ ENGR 2219♦ Linear Circuits I 4
- ☐ ENGR 2240♦ Thermodynamics 3
- ☐ ENGR 2241♦ Statics 3
- ☐ ENGR 2242♦ Dynamics 3
- ☐ ENGR 2243♦ Mechanics of Materials 3
- ☐ CHEM 1062♦ Principles of Chemistry II.................................... 4
- ☐ CHEM 2061♦ Organic Chemistry I.. 5
- ☐ CHEM 2062♦ Organic Chemistry II 5
- ☐ CSCI 1107♦ Fundamentals of Computer Science II.................. 4
- ☐ CSCI 2253♦ Assembly Language Programming 4
- ☐ MATH 2100♦ Discrete Mathematics 4

General Education/MnTC Requirements: 30 credits

Students must complete at least 30 credits from the Minnesota Transfer Curriculum (MnTC) including all courses listed. You must complete at least one course in 6 of the 10 goal areas. One course may satisfy more than one area, but the course credits may be counted only once.

- ☐ 1. Communications
     - ☐ ENGL 1120 **OR** ENGL 1121♦ 4
- ☐ 2. Critical Thinking
- ☐ 3. Natural Science
     - ☐ PHYS 1327♦.. 6
     - ☐ PHYS 1328♦.. 6
- ☐ 4. Mathematical/Logical Reasoning
     - ☐ MATH 1400♦... 5
     - ☐ MATH 1401♦... 5
- ☐ 5. History/Social/Behavioral Sciences
- ☐ 6. The Humanities and Fine Arts
- ☐ 7. Human Diversity
- ☐ 8. Global Perspective
- ☐ 9. Ethical/Civic Responsibility
- ☐ 10. People and the Environment

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY
COMMUNITY COLLEGE

Environmental Science
Associate in Science (AS) Degree

Program Requirements 20
Program Electives 8
General Education/MnTC 32
Total Credits 60

Program Information

This degree program prepares individuals for the first two years of a bachelor's degree related to environmental science or environmental studies. For assistance in program planning, or to explore additional transfer options, students should schedule a time to meet with an academic advisor. This degree may transfer in part or in its entirety to baccalaureate institutions. Students should meet with a representative of the transfer institution when planning their program.

Program Goals

By completing this program, students will achieve the following learning goals:
1. Demonstrate comprehension of the ecosystem structure and function.
2. Explain the nature of biological communities;
3. Demonstrate application of critical thinking in classroom and in field studies;
4. Describe economically and ecologically important resources;
5. Evaluate and describe significant environmental dilemmas; and
6. Explain community and habitat dynamics.

Developmental Courses

Some students may need preparatory courses in the areas of English, mathematics or reading. Courses numbered below 1000 will not apply toward this degree.

Completion Requirements

- A minimum of 60 semester credits in courses numbered 1000 or above.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- Satisfy residency requirements. See page 26.
- A minimum grade of C must be earned in all program requirements.
- Courses within the 8 credit program additional requirements must be completed within three years. Student may petition to extend the window beyond the three years.
- Completion of specific degree requirements.
- To receive your diploma, you must apply to graduate.
- The requirements of this program are subject to change without notice.

Program Requirements: 20 credits

☐ BIOL 1106♦   Principles of Biology I 4
☐ BIOL 1107♦   Principles of Biology II 4
☐ BIOL 2206♦   Animal Biology 4
   OR
☐ BIOL 2207♦ Plant Biology 4
☐ CHEM 1061♦ Principles of Chemistry I 4
☐ CHEM 1062♦ Principles of Chemistry II 4

Additional Requirements: 8 credits

Select one course from the following:
☐ BIOL 2201♦   Microbiology 4
☐ BIOL 2206♦   Animal Biology 4
☐ BIOL 2207♦   Plant Biology 4
☐ BIOL 2209♦   General Ecology 4
☐ NATS 1005   Meteorology 4

General Education/MnTC Requirements: 32 credits

Complete at least 30 credits in courses from the Minnesota Transfer Curriculum (MnTC), including all courses listed. You must complete at least one course in six of the ten goal areas. One course may satisfy more than one goal area, but the course credits may be counted only once.

☐ 1. Communication
   ☐ ENGL 1120 **OR** ENGL 1121♦ 4
   ☐ CMST 1110 **OR** CMST 2220 3
☐ 2. Critical Thinking
☐ 3. Natural Science
   ☐ NATS 1003 4
☐ 4. Mathematical/Logical Reasoning
   ☐ MATH 1110♦ **OR** MATH 1200♦ 3
☐ 5. History/Social/Behavioral Sciences
☐ 6. Humanities/Fine Arts
☐ 7. Human Diversity
☐ 8. Global Perspective
☐ 9. Ethical/Civic Responsibility
   ☐ PHIL 1120 3
☐ 10. People and the Environment
   ☐ BIOL 1103 3
   ☐ BIOL 1133 1

Program Sequence:

The sequence that follows is suggested for full-time students. Part-time students will need more time to complete this program; many courses are offered in the evening.

	Fall Semester	Spring Semester
1st YEAR	BIOL 1103 .... 3 BIOL 1133 .... 1 MATH 1110 or 1200 .... 3 CHEM 1061 .... 4 ENGL 1121 .... 4 **TOTAL** 15	BIOL 1106 .... 4 CHEM 1062 .... 4 Gen. Ed. or Electives 6-8 **TOTAL** 14-16
2nd YEAR	BIOL 1107 .... 4 NATS 1003 .... 4 Gen. Ed. or Electives 6-8 **TOTAL** 14-16	BIOL 2206 or 2207 .... 4 Gen. Ed. or Electives.10-12 **TOTAL** 14-16

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY
COMMUNITY COLLEGE

AnokaRamsey.edu

Exercise Science
Associate in Science (AS) Degree

Program Requirements.................... 23
General Education/MnTC 37
Total Credits 60

Program Information

The Associate in Science Exercise Science Degree will allow students with an interest in physical fitness and exercise performance to develop a scientific understanding of the body's response to exercise. Students will develop the ability to assess and analyze human movement, and will have the knowledge to prescribe exercise to a various populations and provide instruction on proper mechanics and techniques of movement. Areas of study include first aid and CPR, nutrition, wellness, weight training and conditioning, prevention and care of injuries, kinesiology, exercise physiology, and fitness testing and exercise prescription.

Program Goals

By completing this program, students will achieve the following learning goals:
1. Demonstrate knowledge of the major components of physical fitness;
2. Describe the roles and functions of the musculoskeletal, cardiorespiratory, and nervous systems in the performance of physical movement;
3. Describe and demonstrate assessment techniques and methods for cardiovascular and muscular strength and endurance;
4. Demonstrate ability to design and modify exercise training programs; and
5. Demonstrate ability to identify and assess factors to support optimal performance and injury prevention.

Developmental Courses

Some students may need preparatory courses in the areas of English, mathematics or reading. Courses numbered below 1000 will not apply toward this degree.

Completion Requirements

- A minimum of 60 semester credits in courses numbered 1000 or above.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- Satisfy residency requirements. See page 26.
- A minimum grade of C must be earned in all program requirements.
- Completion of specific degree requirements.
- To receive your diploma, you must apply to graduate.
- The requirements of this program are subject to change without notice.

Program Requirements: 23 credits

☐ HPER 1103   First Aid/CPR.. 3
☐ HPER 1112   Nutrition 3
☐ HPER 1120   Wellness for Life. 4
☐ HPER 1160   Weight Training and Conditioning* ....*
☐ HPER 1200   Anatomy of Movement.......................... 2
☐ HPER 2205   Prevention and Care of Athletic Injuries 2
☐ HPER 2206   Introduction to Exercise Physiology....................... 4
☐ HPER 2207♦ Fitness Testing and Exercise Prescription 3
☐ HPER 2208   Concepts in Personal Training ** 2

*HPER 1160 is taken as a lab with HPER 1120 and will count into the four credits for that class.   **Requires permission of instructor.

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

General Education/MnTC Requirements: 37 credits

Complete at least 37 credits in courses from the Minnesota Transfer Curriculum (MnTC), including all courses listed. You must complete at least one course in six of the ten goal areas. One course may satisfy more than one goal area, but the course credits may be counted only once.

☐ 1. Communication
  ☐ ENGL 1120♦ *OR* ENGL 1121♦ 4
  ☐ CMST 2220 3
☐ 2. Critical Thinking
  ☐ ECON 1100.. 3
☐ 3. Natural Science (*2 courses required; 1 must be a lab*)
  ☐ BIOL 1106 4
  ☐ CHEM 1050 3
☐ 4. Mathematical/Logical Reasoning
  ☐ MATH 1110 3
☐ 5. History/Social/Behavioral Sciences
  ☐ PSYC 1110 4
☐ 6. Humanities/Fine Arts
  ☐ PHIL 1101 3
☐ 7. Human Diversity
  ☐ Addressed with PSYC 1110
☐ 8. Global Perspective
  ☐ PSYC 2235 4

General Education/MnTC Requirements: .... 6 credits
Choose one course from at least two of the following goal areas:
☐ 9. Ethical/Civic Responsibility
☐ 10. People and the Environment

Program Sequence:

The sequence that follows is suggested for full-time students. Part-time students will need more time to complete this program; many courses are offered in the evening.

	Fall Semester	Spring Semester
1st YEAR	HPER 1200 .... 2 HPER 1120/1160............. 4 CHEM 1050 .... 3 ENGL 1121 .... 4 **TOTAL 16**	BIOL 1106...................... 4 HPER 1103..................... 3 PSYC 1110 .... 4 Goal area 6, 9, or 10.... 3 **TOTAL 14**
2nd YEAR	ECON 1100.........................3 HPER 1112 ....3 HPER 2205 ....2 HPER 2206 ....4 PSYC 2235 ....4 **TOTAL 16**	CMST 2220 ....3 HPER 2207 ....3 HPER 2208 ....2 MATH 1110 ....3 Goal area 6, 9, or 10..........3 **TOTAL 14**

ANOKA-RAMSEY
COMMUNITY COLLEGE

2016-2017
Health Sciences (Broad Field) Degree
Associate in Science (AS) Degree Program

Program Requirements................... 50
General Education/MnTC 10
Total Credits 60

Program Information

The Associate in Science Health Science Degree is designed to be broad and provide a general background for students interested in health sciences but have not yet decided which specific healthcare field they intend to pursue at the upper-division level. For assistance in program planning, or to explore additional transfer options, students should schedule a time to meet with an academic advisor. This degree may transfer in part or in its entirety to baccalaureate institutions. Students should meet with a representative of the transfer institution when planning their program.

Program Goals

By completing this program, students will achieve the following learning goals:
1. Students will develop as writers and speakers who use the English language effectively and who read, write, speak, and listen critically;
2. Students will develop capacity to identify, discuss and reflect upon social and behavioral issues;
3. Students will demonstrate comprehension of human and biological systems;
4. Students will increase knowledge about mathematical and logical modes of thinking; and
5. Students will improve their awareness and understanding of health, wellness and liberal arts.

Developmental Courses

Some students may need preparatory courses in the areas of English, reading, mathematics, or reading. Courses numbered below 1000 will not apply toward the AS degree.

Completion Requirements

- A minimum of 60 semester credits in courses numbered 1000 or above.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- Satisfy residency requirements. See page 26.
- Completion of specific degree requirements.
- To receive your diploma, you must apply to graduate.
- The requirements of this program are subject to change without notice.

Program Requirements: 50 credits

- ☐ BIOL 1106♦ Principles of Biology I... 4
- ☐ BIOL 2113♦ Human Anatomy and Physiology I...................... 4
- ☐ BIOL 2114♦ Human Anatomy and Physiology II...................... 4
- ☐ BIOL 2201♦ Microbiology 4
- ☐ CHEM 1020♦ Interpretive Chemistry... 4
- ☐ ENGL 1120♦ Crosscurrent College Writing and Critical Reading
  OR
- ☐ ENGL 1121♦ College Writing and Critical Reading 4
- ☐ CMST 1110 Introduction to Communication 3
  OR
- ☐ CMST 2215 Public Speaking 3
- ☐ HPER 1112 Nutrition 3
- ☐ MATH 1200♦ College Algebra I 3
- ☐ MATH 1110♦ Introduction to Statistics.. 3
- ☐ PHIL 1110 Introduction to Ethics
  OR
- ☐ PHIL 1200 Medical Ethics 3
- ☐ PSYC 1110 General Psychology... 4
- ☐ PSYC 2235♦ Lifespan Development 4
- ☐ SOC 1111 General Sociology... 3

Program Electives: 10 credits

Restricted Electives:
- ☐ Choose one of the following two courses:
  - ☐ POLS 1141 Environmental Politics 3
  - ☐ GEOG 1103 Physical Geography 3
- ☐ Humanities/Fine Arts elective 3
- ☐ Select any HPER course totaling one credit 1
- ☐ Elective 3

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY
COMMUNITY COLLEGE

AnokaRamsey.edu

Human Resources Associate
Associate in Science (AS) Degree

Program Requirements.....................30
General Education/MnTC...............30
Total Credits 60

Program Information

The Associate in Science in Human Resources Associate degree is designed to prepare students for entry-level careers in the field of human resource management while simultaneously priming students for success as they continue their education at a baccalaureate institution. This degree offers an introduction to HR theory and concepts along with practical skills necessary to enhance professional performance within HR management roles. Students will experience an application-oriented, real-world focused education through a degree program that provides both a strong foundational business core along with a general education curriculum designed to support student academic and professional success. For assistance in program planning, or to explore additional transfer options, students should schedule a time to meet with an academic advisor. This degree may transfer in part or in its entirety to baccalaureate institutions. Students should meet with a representative of the transfer institution when planning their program.

Program Goals

By completing this program, students will achieve the following learning goals:

1. Realize the role that the department of human resources plays within the business environment;
2. Incorporate appropriate human relations concepts and applications in situations requiring decision making;
3. Differentiate among interrelationships amid human resources activities and programs across functional areas;
4. Apply human resources employment law and regulations utilizing appropriate judgment to the circumstances;
5. Facilitate project completion through the operation of human resources industry-related technology systems;
6. Function effectively in a diverse, global business community;
7. Use critical thinking skills to analyze and solve business problems; and
8. Demonstrate effective business communication skills.

Developmental Courses

Some students may need preparatory courses in the areas of English, mathematics or reading. Courses numbered below 1000 will not apply toward the AS degree.

Completion Requirements

- A minimum of 60 semester credits in courses numbered 1000 or above.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- Satisfy residency requirements. See page 26.
- A minimum grade of C must be earned in all Program and General Education/MnTC requirements.
- Completion of specific degree requirements.
- To receive your diploma, you must apply to graduate.
- The requirements of this program are subject to change without notice.

Related Program Information

Many colleges require a 2.5 GPA or higher for admission.

Program Requirements: 30 credits

- ☐ BUS 1112 Computer Concepts and Applications 3
- ☐ BUS 1125 Financial Accounting... 4
- ☐ BUS 1135♦ Payroll Accounting 2
- ☐ BUS 2010 Intro to Human Resources................................... 3
- ☐ BUS 2015 Benefits and Compensation 3
- ☐ BUS 2020 Employee Training and Development 3
- ☐ BUS 2025 Labor Relations.. 3
- ☐ BUS 2030 Human Resources Information Systems................. 2
- ☐ BUS 2217 Employment Law for Business.............................. 3
- ☐ BUS 2244 Principles of Management 4

General Education/MnTC Requirements: 30 credits

Complete at least 30 general education credits from the Minnesota Transfer Curriculum (MnTC), including the required courses listed. You must complete at least one course in six of the ten goal areas. One course may satisfy more than one goal area, but the course credits may be counted only once.

- ☐ 1. Communication
  - ☐ ENGL 1120 **OR** ENGL 1121♦ 4
- ☐ 2. Critical Thinking
- ☐ 3. Natural Science (*one course with lab required*)
- ☐ 4. Mathematical/Logical Reasoning
  - ☐ MATH 1110♦.. 3
  - ☐ MATH 1200♦.. 3
- ☐ 5. History/Social/Behavioral Sciences
  - ☐ ECON 2205.. 3
  - ☐ ECON 2206.. 3
- ☐ 6. Humanities/Fine Arts
- ☐ 7. Human Diversity
- ☐ 8. Global Perspective
- ☐ 9. Ethical/Civic Responsibility
- ☐ 10. People and the Environment

Metropolitan State University
B.S. Degree Program - Business Administration
Transfer Guide for Selected course requirements.

Metro State Foundation Courses	Anoka-Ramsey
MATH 1115: College Algebra I	MATH 1200
STAT 202: Statistics I	MATH 1110
ACCT 210: Financial Accounting	BUS 1125
ECON 201: Macroeconomics	ECON 2205
ECON 202: Microeconomics	ECON 2206
MIS 100: Fundamentals of IT in Organizations	BUS 1112

Metro State Business Core Courses	Anoka-Ramsey
MGMT 310: Management Principles and Practices	BUS 2244

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY COMMUNITY COLLEGE

Integrative Health & Healing
Associate in Science (AS) Degree

Program Requirements.................... 30
General Education/MnTC.............. 30
Total Credits 60

Program Information

The emerging field of Integrative Health and Healing (IHH) has captured the interest of healthcare providers, practitioners and consumers. This program is designed for students, practitioners and learners seeking to understand the exciting, new field of Integrative Health and Healing For assistance in program planning, or to explore additional transfer options, students should schedule a time to meet with an academic advisor. This degree may transfer in part or in its entirety to baccalaureate institutions. Students should meet with a representative of the transfer institution when planning their program. Graduates from this program will want to further their education by transferring this degree to earn a baccalaureate degree and then a master's degree in order to successfully practice in the field of Complementary Alternative Medicine.

Program Goals

By completing this program, students will achieve the following learning goals:

1. Demonstrate proficiency in oral and written communication, inter-personal skills, critical thinking and problem-solving skills;
2. Evaluate the fundamental principles of integrative health and heal-ing, trends in holistic health, and the complexities of this emerging field;
3. Demonstrate an understanding of the interconnectedness of mind, body and spirit of the human system;
4. Describe holistic healing philosophies and healing through social, cultural, environmental and global perspectives of healing;
5. Evaluate the role of healing strategies for self-care as well as strategies in the healthcare system;
6. Describe ethical responsibilities in the practice of holistic healing;
7. Identify current scientific literature to support the emerging field of Integrative Health and Healing; and
8. Create and participate in a comprehensive internship project in which to apply classroom knowledge to workplace experience.

Developmental Courses

Some students may need preparatory course(s) in the areas of English, mathematics or reading. Courses numbered below 1000 will not apply toward this degree.

Completion Requirements

- A minimum of 60 semester credits in courses numbered 1000 or above.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- Satisfy residency requirements. See page 26.
- A minimum grade of C must be earned in all program require-ments.
- A minimum grade of C must be earned in all Program and General Education/MnTC requirements.
- Completion of specific degree requirements.
- To receive your diploma, you must apply to graduate.
- The requirements of this program are subject to change without notice.

Related Program Information

Many colleges require a 2.5 GPA or higher for admission.

Program Requirements: 30 credits

☐	BIOL 1104	The Human Body	4
☐	IHH 1100	Introduction to Holistic Healing*	2
☐	IHH 1102	Energy Healing	3
☐	IHH 1103	Movement and Body Manipulation Therapies	3
☐	IHH 2100	Holistic Healing Systems	3
☐	IHH 2101♦	Mind/Body Connections	3
☐	IHH 2102	Food as Medicine/Biologically Based Therapies	3
☐	IHH 2103	Spirituality and Healing	3
☐	IHH 2297♦	Internship	3

Electives

Choose from the following for a minimum of 3 credits:

☐	HCCC 1000	Introduction to Healthcare Careers	3
☐	IHH 2104	Health and Wellness Coaching Skills	2
☐	IHH 2105	Basics in Business and Ethics in Holistic Healing	3
☐	IHH 2106	Introduction to Qigong	3
☐	IHH 2107	Healing Touch	3
☐	Select any HPER course		

* Introduction to Holistic Healing is strongly recommended as a first course or concurrently with other courses.

General Education/MnTC Requirements: 30 credits

Complete a minimum of 30 credits from the Minnesota Transfer Curriculum (MnTC), including all courses listed. You must complete at least one course in six of the ten goal areas. One course may satisfy more than one goal area, but the course credits may be counted only once.

- ☐ 1. Communication
   - ☐ ENGL 1120♦ *OR* ENGL 1121♦ 4
   - ☐ CMST 1110 *OR* CMST 2220 *OR* CMST 2215 3
- ☐ 2. Critical Thinking
- ☐ 3. Natural Science
- ☐ 4. Mathematical/Logical Reasoning
- ☐ 5. History/Social/Behavioral Sciences
- ☐ 6. Humanities/Fine Arts
- ☐ 7. Human Diversity
   - ☐ PSYC 1110 4
- ☐ 8. Global Perspective
- ☐ 9. Ethical/Civic Responsibility
- ☐ 10. People and the Environment

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY
COMMUNITY COLLEGE

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Integrative Health & Healing

Program Sequence:

Courses will only be offered every other year in the order shown. Complete all program courses in the semester in which they are offered.

	Fall Semester	Spring Semester
1st YEAR	BIOL 1104..............................4 IHH 1100*.............................2 IHH 1102..............................3 IHH 1103..............................3 General Education............4 **TOTAL 16**	IHH Elective .... 3 IHH 2101 .... 3 ENGL 1121 .... 4 PSYC 1110 .... 4 **TOTAL 14**
	Fall Semester	Spring Semester
2nd YEAR	CMST 2220 .... 3 IHH 2100........................ 3 Gen. Ed. .... 8 **TOTAL 14**	IHH 2102........................ 3 IHH 2103........................ 3 Gen. Ed. .... 7 IHH 2297*...................... 3 **TOTAL 16**

◆ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY
COMMUNITY COLLEGE

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2016-2017
Nursing MANE
Associate in Science (AS) Degree Program

Program Requirements......................35
General Education/MnTC...............40
Total Credits 75

Program Information

Anoka-Ramsey Community College is a member of the Minnesota Alliance for Nursing Education (MANE), an alliance of Minnesota nursing programs dedicated to increasing the educational capacity for baccalaureate education. The MANE program is a shared, concept-based baccalaureate curriculum, based on a set of core competencies, intended to prepare graduates to provide care to individuals, families and communities in health promotion, acute or chronic illness, and at the end of life. This shared curriculum provides a seamless transition from associate to baccalaureate nursing education.

The program is designed as four years of full-time study, with the first two semesters devoted to prerequisite/preparatory courses required for admission to the nursing program. Successful completion of five semesters leads to the option for an Associate in Science Degree in Nursing offered by Anoka-Ramsey Community College and eligibility to take the NCLEX-RN licensure examination. The MANE curriculum continues for three additional semesters leading to a Bachelor of Science degree with a major in Nursing (BSN) offered by a partner school. It is intended that all courses will be offered at Anoka-Ramsey Community College Campus. For additional information about the Nursing Program, visit http://www.anokaramsey.edu/academics/degrees-certificates/two-year-degrees/associate-in-science-degrees/nursing-mane/

Program Goals

Upon completion of the Associate in Science Degree (MANE) Program's 5 semesters, students will have met the following learning outcomes:

1. Demonstrate reflection, self-analysis, self-care, and lifelong learning into nursing practice;
2. Apply leadership skills to enhance quality nursing care and improve health outcomes;
3. Utilize best available evidence and informatics to guide decision making;
4. Incorporate ethical practice and research within the nursing discipline and organizational environments;
5. Collaborate with inter-professional teams to provide holistic nursing care;
6. Adapt communication strategies to effectively respond to a variety of health care situations; and
7. Practice holistic, evidence-based nursing care including diverse and underserved individuals, families, and communities.

Program Admission

Acceptance to the program allows for dual admission to Anoka-Ramsey Communtiy College and a MANE baccalaureate partner culminating in a baccalaureate degree. To apply for the Nursing program, submit the Application for the Nursing Program to the Records Office. See the Nursing website or an academic advisor for specific Nursing program admission criteria.

Related Program Requirements

Clinical facilities require students to maintain specific requirements to ensure student and patient health and safety. Proof that these requirements are met must be furnished by the student.

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

Completion Requirements

- A minimum of 75 semester credits numbered 1000 or above.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- A minimum cumulative grade point average (GPA) of 2.0 in all MnTC courses.
- Satisfy residency requirements. See page 26.
- A minimum grade of C and an evaluation of "safe" in clinical practice must be earned in all program and General Education/MnTC requirements.
- Completion of specific degree requirements.
- To receive your diploma, you must apply to graduate.
- The requirements of this program are subject to change without notice.

Choose one of the following two options:

Program Requirements - Traditional: 35 credits

☐ NURS 2700 Foundations of Nursing
—Theory (4), Lab (2), Clinical (3) 9
☐ NURS 2750 Nutrition and the Role of the Professional Nurse .. 2
☐ NURS 2800 Chronic and Palliative Care
—Theory (3), Clinical (3), Lab (1) 7
☐ NURS 2820 Pharmacology and the Role of the Professional Nurse 3
☐ NURS 2850 Applied Pathophysiology for Nursing I 2
☐ NURS 2900 Acute and Complex Care
—Theory (3), Clinical (3), Lab (1) 7
☐ NURS 2920 Applied Pathophysiology for Nursing II................2
☐ NURS 2950 Nursing Leadership (Theory (2), Clinical (1) 3

Program Requirements - LPN Option: 35 credits

☐ LPN Advanced Standing credits 5
☐ NURS 2720 Transition to the Role of the Professional Nurse
—Theory (3), Clinical..4
☐ NURS 2750 Nutrition and the Role of the Professional Nurse .. 2
☐ NURS 2800 Chronic and Palliative Care
—Theory (3), Clinical (3), Lab (1) 7
☐ NURS 2820 Pharmacology and the Role of the Professional Nurse 3
☐ NURS 2850 Applied Pathophysiology for Nursing I 2
☐ NURS 2900 Acute and Complex Care
—Theory (3), Clinical (3), Lab (1) 7
☐ NURS 2920 Applied Pathophysiology for Nursing II 2
☐ NURS 2950 Nursing Leadership I (Theory (2), Clinical (1).......3

General Education/MnTC Requirements: 40 credits

Complete a minimum of 40 credits from the Minnesota Transfer Curriculum (MnTC), including the following:
☐ BIOL 1106♦** 4
☐ BIOL 2113♦ 4
☐ BIOL 2114♦ 4
☐ BIOL 2201♦ 4
☐ CHEM 1050♦ 3

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ANOKA-RAMSEY COMMUNITY COLLEGE

Nursing MANE

☐ CMST 1110 **OR** CMST 2210 **OR** CMST 2220 3
☐ ENGL 1120 **OR** ENGL 1121♦ 4
☐ PHIL 1110 **OR** PHIL 1200 3
☐ PSYC 1110 4
☐ PSYC 2235♦ 4
☐ SOC 1111 **OR** ANTH 2201 3

**BIOL 1106 as needed for prerequisite for BIOL 2113 and BIOL 2201.

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY
COMMUNITY COLLEGE

AnokaRamsey.edu

Pharmacy Technician
Associate in Science (AS) Degree

Program Requirements.................... 30
General Education/MnTC 30
Total Credits 60

Program Information

Pharmacy technicians help licensed pharmacists prepare prescription medications, provide customer service, and perform administrative duties within a pharmacy setting. Pharmacy technicians generally are responsible for receiving prescription requests, counting tablets, and labeling bottles. They may perform administrative functions such as answering phones, stocking shelves, and operating cash registers. For assistance in program planning, or to explore additional transfer options, students should schedule a time to meet with an academic advisor. Students should meet with a representative of the transfer institution when planning their program. This degree may transfer in part or in its entirety to baccalaureate institutions.

Program Goals

1. Evaluate the principles, complexities and trends in the pharmacy industry as it relates to the technician;
2. Describe ethical responsibilities as it relates to the pharmaceutical industry.
3. Demonstrate communication skills associated with customer service in a multicultural society;
4. Perform all procedures skillfully and safely;
5. Demonstrate knowledge of the normal structure and function of the human body and understand the physiological effects of disease and injury;
6. Properly calculate medical mathematical equations;
7. Demonstration understanding of his/her professional role as a Pharmacy Technician; and
8. Use critical thinking and effective communication skills to analyze and solve patient issues.

Developmental Courses

Some students may need preparatory courses in the areas of English, mathematics or reading. Courses numbered below 1000 will not apply toward this degree.

Admission Requirements

To apply for admission to the Pharmacy Technician Program, submit the "Application for Pharmacy Technician Program" to the Records and Registration Office between February 1 and February 28 for the following fall. Application materials are available online. All Pharmacy Technician program requirements are offered at the Cambridge Campus. Related Program Requirements: Clinical facilities require students to maintain specific requirements to ensure personal and patient health and safety. Proof that these requirements are met must be furnished by the student. (See Pharmacy Technician Student Handbook).

Completion Requirements

- A minimum of 60 semester credits in courses numbered 1000 or above.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- Satisfy residency requirements. See page 26.
- A minimum grade of C must be earned in all program requirements

- All PHAR courses must be completed at ARCC or have been approved for credit for prior learning.
- Completion of specific degree requirements.
- To receive your diploma, you must apply to graduate.
- The requirements of this program are subject to change without notice.

Program Requirements

- ☐ BIOL 1102   Medical Terminology 2
- ☐ BIOL 1104   The Human Body 4
- ☐ CHEM 1050   Chemistry in Society... 3
- ☐ HCCC 1000   Introduction to Healthcare Careers....................... 3
- ☐ PHAR 1100♦   Introduction to Pharmaceuticals Lec/Lab 2
- ☐ PHAR 2100♦   Pharmacy Communications Lec/Lab 2
- ☐ PHAR 2110♦   Pharmacy Medications Lab 2
- ☐ PHAR 2120♦   Drug Use and Reactions Lec/Lab.......................... 2
- ☐ PHAR 2130♦   Pharmacy Administration and Medical Billing Lab 2
- ☐ PHAR 2297♦   Pharmacy Technician Internship 5
- ☐ PHIL 1200   Medical Ethics 3
- ☐ MATH 0110   Test out only

General Education/MnTC Requirements

Complete at least 30 general education credits from the Minnesota Transfer Curriculum (MnTC), including the required courses listed. You must complete at least one course in six of the ten goal areas. One course may satisfy more than one goal area, but the course credits may be counted only once.

- ☐ 1. Communication
  - ☐ ENGL 1120♦ *OR* ENGL 1121♦ 4
- ☐ 2. Critical Thinking
  - ☐ CHEM 1061♦ 4
  - ☐ CHEM 1062♦ 4
- ☐ 3. Natural Science
  - ☐ BIOL 1106♦ 4
  - ☐ BIOL 2201♦ 4
- ☐ 4. Mathematical/Logical Reasoning
  - ☐ MATH 1110♦... 3
- ☐ 5. History/Social/Behavioral Sciences
  - ☐ SOC 1111 3
- ☐ 6. Humanities/Fine Arts
- ☐ 7. Human Diversity
  - ☐ PSYC 1110 3
- ☐ 8. Global Perspective
- ☐ 9. Ethical/Civic Responsibility
- ☐ 10. People and the Environment

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY
COMMUNITY COLLEGE

Sales Management
Associate in Science (AS) Degree

Program Requirements 30
General Education/MnTC 30
Total Credits 60

Program Information

The Associate in Science in Sales Management degree is designed to prepare students for entry-level careers in the field while simultaneously priming students for success as they continue their education. This degree offers an introduction to sales theory and concepts along with practical skills necessary to enhance professional performance within sales management roles. Students will experience an application-oriented, real-world focused education through a degree program that provides both a strong foundational business core along with a general education curriculum designed to support student academic and professional success. For assistance in program planning, or to explore additional transfer options, students should schedule a time to meet with an academic advisor. Students should meet with a representative of the transfer institution when planning their program. This degree may transfer in part or in its entirety to baccalaureate institutions.

Program Goals

By completing this program, students will achieve the following learning goals:
1. Understand the elements of sales in a global environment;
2. Use critical thinking skills to analyze and solve business problems;
3. Demonstrate effective interpersonal skills and professional attitudes;
4. Demonstrate effective business communication skills;
5. Explain the importance of customers and be able to identify their needs;
6. Identify the various sales management positions and the roles each one plays in the success of a business; and
7. Discuss the associated ethical and legal issues within business and industry.

Developmental Courses

Some students may need preparatory courses in the areas of English, mathematics or reading. Courses numbered below 1000 will not apply toward this degree.

Completion Requirements

- A minimum of 60 semester credits in courses numbered 1000 or above.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- Satisfy residency requirements.
- Completion of specific degree requirements.
- To receive your diploma, you must apply to graduate.
- The requirements of this program are subject to change without notice.

Program Requirements: 30 credits

- ☐ BUS 1103   Human Relations in the Workplace 3
- ☐ BUS 1112   Computer Concepts and Applications 3
- ☐ BUS 1120   Speaking Confidently at Work 3
- ☐ BUS 1122   Business Ethics and Social Issues 3
- ☐ BUS 1125   Financial Accounting 4
- ☐ BUS 1145   Customer Service 3
- ☐ BUS 1149   Professional Selling 3
- ☐ BUS 2142   Principles of Marketing 4

Metropolitan State University course taught online:
- ☐ MKTG 435♦* Sales and Sales Management 4

This course subject to Metropolitan State University tuition rate.

General Education/MnTC Requirements: 30 credits

Complete at least 30 general education credits from the Minnesota Transfer Curriculum (MnTC), including the required courses listed. You must complete at least one course in six of the ten goal areas. One course may satisfy more than one goal area, but the course credits may be counted only once.

- ☐ 1. Communication
  - ☐ ENGL 1120 **OR** ENGL 1121♦ 4
- ☐ 2. Critical Thinking
- ☐ 3. Natural Science *(one course must include a lab)*
- ☐ 4. Mathematical/Logical Reasoning
  - ☐ MATH 1110♦ 3
  - ☐ MATH 1200♦ 3
- ☐ 5. History/Social/Behavioral Sciences
  - ☐ ECON 2205 3
  - ☐ ECON 2206 3
- ☐ 6. Humanities/Fine Arts
- ☐ 7. Human Diversity
- ☐ 8. Global Perspective
- ☐ 9. Ethical/Civic Responsibility
- ☐ 10. People and the Environment

Metropolitan State University
B.S. Degree Program - Business Administration
Transfer Guide for Selected course requirements.

Metro State Foundation Courses	Anoka-Ramsey
MATH 1115: College Algebra I	MATH 1200
STAT 202: Statistics I	MATH 1110
ACCT 210: Financial Accounting	BUS 1125
ECON 201: Macroeconomics	ECON 2205
ECON 202: Microeconomics	ECON 2206
MIS 100: Fundamentals of IT in Organizations	BUS 1112
Metro State Business Core Courses	**Anoka-Ramsey**
MKTG 300: Marketing Principles	BUS 2142

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

Anoka-Ramsey
COMMUNITY COLLEGE

Administrative Specialist
Certificate

Program Requirements.....................18
Total Credits 18

Program Information

Business certificates focus on the development of job- or career-specific skills in a short-term, concentrated format. The Administrative Specialist Certificate is earned after completing 18 credits. Many courses may apply toward Associate in Science and Associate in Applied Science degrees. For additional information about our business programs, please schedule a meeting with an academic advisor.

Program Goals

By completing this certificate, students will achieve the following learning goals:

1. Apply office and business procedures to effectively manage an office environment, employees, and systems;
2. Use appropriate technology to accurately and efficiently prepare business documents; and
3. Express ideas, information, proposals, and reactions clearly and professionally in written and spoken form.

Completion Requirements

- A minimum of 12 semester credits in courses numbered 1000 or above must be completed at ARCC.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- A minimum grade of C must be earned in all program requirements.
- All computer courses should be completed within the last four years in order to transfer into this program. Students may petition to extend the window beyond the four years.
- All courses requirements must be complete before a certificate will be awarded.
- Students must complete a Certificate Application. Certificate Applications are available online, in the Office of Records & Registration, and in the Advising Center. Submit a completed form to the Office of Records & Registration.
- The requirements of this program are subject to change without notice.

Program Requirements: 18 credits

- ☐ BUS 1103   Human Relations in the Workplace 3
- ☐ BUS 1104   Written Business Communication 3
- ☐ BUS 1112   Computer Concepts and Applications 3
- ☐ BUS 1154*   Advanced Keyboarding 3
- ☐ BUS 1155**   Word Processing Using Microsoft Word 3
- ☐ BUS 1174   Office Systems 3

*Recommended 40 WPM keying skill or BUS 1153 Beginning Keyboarding
**Recommended pre-course: BUS 1112 Computer Concepts and Applications

For more information about our program graduation rates, the median debt of students who completed the program, and other important information, please visit the "Gainful Employment Disclosure Report" at http://www.mnscu.edu/admissions/ge/anokaramsey/GEDT_0152_3622_1/gedt.html

Program Sequence:

The sequence that follows is suggested for full-time students. Part-time students may need more time to complete this program; many courses are offered in the evening.

	Fall Semester	Spring Semester
1st YEAR	BUS 1103 or 1174* .... 3 BUS 1104 .... 3 BUS 1112 .... 3 **TOTAL 9**	BUS 1154** .... 3 BUS 1155........................ 3 **TOTAL 6**
2nd YEAR	Fall Semester BUS 1103 or 1174* .... 3 **TOTAL 3**	* offered odd years fall only ** offered every year spring only

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY
COMMUNITY COLLEGE

Athletic Coaching
Certificate

Program Requirements..................... 10
Total Credits 10

Program Information

The Athletic Coaching Certificate will enable students to focus studies on athletic coaching-related issues and interests. The program's interdisciplinary emphasis will address a variety of coaching topics and perspectives, and will allow students to begin to develop an understanding of sport management issues. The program will meet the Minnesota High School League's criteria to coach a varsity sport in lieu of an education degree.

Program Goals

By completing this program, students will achieve the following learning goals:

1. Incorporate critical reflection skills using evidence-based sport management resources;
2. Customize communication to meet the needs of varied audiences; and
3. Define physiological principles essential to athletic coaching.

Completion Requirements

- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- A minimum grade of C must be earned in all program requirements.
- All program requirements must be completed at ARCC.
- All computer courses should be completed within the last four years in order to transfer into this program. Students may petition to extend the window beyond the four years.
- All courses requirements must be complete before a certificate will be awarded.
- Students must complete a Certificate Application. Certificate Applications are available online, in the Office of Records & Registration, and in the Advising Center. Submit a completed form to the Office of Records & Registration.
- The requirements of this program are subject to change without notice.

Program Requirements: 10 credits

☐ HPER 1103   First Aid/CPR 3
☐ HPER 2205   Prevention and Care of Athletic Injuries 2
☐ HPER 2240   Coaching and OfficiatingTheory........................... 3
☐ HPER 2297*^ Field Experience and Seminar in Athletic
                           Coaching... 2

*It is recommended that HPER 1103, HPER 2205 and HPER 2240 be completed or concurrently enrolled in prior to taking HPER 2297 Field Experience & Seminar in Athletic Coaching.

^Permission by the instructor is required for this course.

Program Sequence:

The sequence that follows is suggested for full-time students. Part-time students will need more time to complete this program; many courses are offered in the evening.

	Fall Semester	Spring Semester
1st YEAR	HPER 1103..................... 3 HPER 2205 .... 2 HPER 2240 .... 3 **TOTAL 8**	HPER 2297 .... 2 **TOTAL 2**

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

Anoka-Ramsey
COMMUNITY COLLEGE

Biomedical Core
Certificate

Program Requirements.....................16
Total Credits 16

Program Information

This certificate program is designed for students with strong transferrable work experience and/or previous academic coursework in the biomedical industry. The Biomedical Core Certificate complements previous work to prepare students for transition into positions in the biomedical device industry. Graduates will work in manufacturing, product development and quality assurance. Classes include specific biomedical course work in good manufacturing practices (GMP), ISO 13485 and 9001. Most classes are offered in the evening and will be delivered as either face-to-face, hybrid or fully online. For additional information about our biomedical programs, visit our website at http://www.anokaramsey.edu/academics/departments-faculty/bmed/

Program Goals

By completing this certificate, students will achieve the following learning goals:

1. Demonstrate an understanding of trends, size, and scope of the medical device industry;
2. Demonstrate an understanding of the processes involved in the design, development and manufacture of medical devices;
3. Demonstrate knowledge of various regulations and agencies involved in regulatory processes specific to the medical device industry; and
4. Demonstrate application of classroom knowledge to industry field experience.

General Information

College-level competence in English, writing, mathematics, and computer competency should be acquired before entering the BMED programs. All BMED program requirements are offered at the Coon Rapids Campus.

Completion Requirements

- A minimum of 12 semester credits in courses numbered 1000 or above must be completed at ARCC.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- A minimum grade of C must be earned in all program requirements.
- All program requirements must be completed at ARCC.
- All courses requirements must be complete before a certificate will be awarded.
- Students must complete a Certificate Application. Certificate Applications are available online, in the Office of Records & Registration, and in the Advising Center. Submit a completed form to the Office of Records & Registration.
- The requirements of this program are subject to change without notice.

Program Requirements: 16 credits

☐ BIOL 1102　　Medical Terminology 2
☐ BMED 1100　Introduction to Biomedical Devices/Industry 2
☐ BMED 2100　Design & Manufacturing in the Medical Device Industry 3
☐ BMED 2200　Introduction to Medical Device Regulations/Ethics 3
☐ BMED 2300　Introduction to Quality Assurance for Medical Devices 3
☐ BMED 2500　Intro to Documentation/Configuration Mgmt
　　OR
☐ BMED 2520　Technical Writing for Regulated Industries 3

For more information about our program graduation rates, the median debt of students who completed the program, and other important information, please visit the "Gainful Employment Disclosure Report" at http://www.mnscu.edu/admissions/ge/anokaramsey/GEDT_0152_8222_1/gedt.html

Program Sequence:

The sequence that follows is suggested for full-time students. Part-time students will need more time to complete this program; many courses are offered in the evening.

	Fall Semester	Spring Semester
1st YEAR	BMED 1100 .... 2 BMED 2100 .... 3 BMED 2300................... 3 BMED 2500 or 2520 ...... 3 **TOTAL 8-11**	BIOL 1102..................... 2 BMED 2200................... 3 BMED 2500 or 2520 ...... 3 **TOTAL 5-8**

◆ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

Anoka-Ramsey
COMMUNITY COLLEGE

Biomedical Technician
Certificate

Program Requirements...................15
Additional Requirements..................6
General Education 9-10
Total Credits.............................30-31

Program Information

This one-year certificate program prepares students for entry-level positions in the biomedical device and products industry. Graduates will work in manufacturing, product development and testing. Many of the courses transfer to four-year institutions. Classes include specific biomedical coursework, as well as writing, statistics, and a field experience with a biomedical company. For additional information about our biomedical programs, visit our website at http://www.anokaramsey.edu/BMED.

Program Goals

By completing this certificate, students will achieve the following learning goals:

1. Demonstrate an understanding of trends, size, and scope of the medical device industry;
2. Demonstrate proficiency in oral and written communication, interpersonal skills, and critical thinking/problem solving;
3. Demonstrate an understanding of the processes involved in the design, development and manufacture of medical devices;
4. Demonstrate knowledge of various regulations and agencies involved in regulatory processes specific to the medical device industry; and
5. Demonstrate application of classroom knowledge to industry field experience.

General Information

College-level competence in English, writing, mathematics, and computer competency should be acquired before entering the BMED programs. All BMED program requirements are offered at the Coon Rapids Campus.

Completion Requirements

- A minimum of 12 semester credits in courses numbered 1000 or above must be completed at ARCC.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- A minimum grade of C must be earned in all program requirements.
- All program requirements must be completed at ARCC.
- All courses requirements must be complete before a certificate will be awarded.
- Students must complete a Certificate Application. Certificate Applications are available online, in the Office of Records & Registration, and in the Advising Center. Submit a completed form to the Office of Records & Registration.
- The requirements of this program are subject to change without notice.

Program Requirements: 15 credits

- ☐ BMED 1100   Introduction to Biomedical Devices/Industry 2
- ☐ BMED 2100   Design and Manufacturing in the Medical Device Industry... 3
- ☐ BMED 2200   Introduction to Medical Device Regulations/Ethics 3
- ☐ BMED 2300   Introduction to Quality Assurance......................... 3
- ☐ BMED 2297*   Capstone Experience and Seminar 4

It is recommended that all biomedical courses be completed prior to taking BMED 2297 CapstoneExperience & Seminar. Permission of Program Director is required for this course.

Additional Requirements: 6 credits

- ☐ BIOL 1102   Medical Terminology... 2
- ☐ BIOL 1104   The Human Body-Structure and Function............. 4

General Education/MnTC Requirements: 9-10 credits

- ☐ ENGL 1120 **OR** ENGL 1121♦ **OR** ENGL 1104♦ 3
- ☐ MATH 1110   3
- ☐ CMST 1110 **OR** CMST 2215 OR CMST 2220 3

For more information about our program graduation rates, the median debt of students who completed the program, and other important information, please visit the "Gainful Employment Disclosure Report" at -.

Program Sequence:

The sequence that follows is suggested for full-time students. Part-time students will need more time to complete this program; many courses are offered in the evening.

	Fall Semester	Spring Semester
1st YEAR	BMED 1100 2	BIOL 1102.............................2
	BMED 2300.........................3	BMED 2200♦ 3
	BIOL 1104............................4	BMED 2297 4
	BMED 2100 3	MATH 1110 3
	ENGL 1104 or 1121 3-4	CMST 1110, 2215, or 2220 ...3
	TOTAL 15-16	**TOTAL 15**

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY
COMMUNITY COLLEGE

Business Communication
Certificate

Program Requirements.................10
Total Credits 10

Program Information

Business certificates focus on the development of job- or career-specific skills in a short-term, concentrated format. The Business Communication Certificate strengthens written, verbal, and interpersonal communication skills used in the business environment. It is intended for students seeking to improve communication abilities before entering the workforce, returning to the workplace, or those interested in pursuing career growth opportunities. This certificate is earned after completing 10 credits. Courses may apply toward the Associate in Science of Business degree and Associate in Applied Science Business: Office Technology degree.

Program Goals

By completing this program, students will achieve the following learning goals:

1. Exhibit interpersonal skills and professionalism when working with company stakeholders; and
2. Express ideas, information, proposals, and reactions clearly and professionally in written and spoken form.

Completion Requirements

- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- A minimum grade of C must be earned in all program requirements.
- All program requirements must be completed at ARCC.
- Courses must be completed within four years. Students may petition to extend the window beyond the four years.
- All course requirements must be complete before a certificate will be awarded.
- Students must complete a Certificate Application. Certificate Applications are available online, in the Office of Records & Registration, and in the Advising Center. Submit a complete form to the Office of Records & Registration.
- The requirements of this program are subject to change without notice.

Program Requirements: 10 credits

☐ BUS 1102   Business Writing Essentials 1
☐ BUS 1103   Human Relations in the Workplace 3
☐ BUS 1104   Written Business Communication 3
☐ BUS 1120   Speaking Confidently at Work 3

Program Sequence:

The sequence that follows is suggested for full-time students. Part-time students may need more time to complete this program; many courses are offered in the evening or online.

	Fall Semester	Spring Semester
1st YEAR	BUS 1102 .... 1 BUS 1103 .... 3 **TOTAL 4**	BUS 1104 .... 3 BUS 1120........................ 3 **TOTAL 6**

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

Anoka-Ramsey
COMMUNITY COLLEGE

Business Computer Applications
Certificate

Program Requirements................11-12
Total Credits............................11-12

Program Information

Business certificates focus on the development of job- or career-specific skills in a short-term, concentrated format. The Business Computer Applications Certificate focuses on the mastery of computer software programs with an emphasis on business applications. This certificate is earned after completing 11-12 credits. Students can add value to their skill set and résumé by completing this technology-focused certificate or updating skills by learning new versions of software. Many courses may apply toward the Associate in Science in Business degree and Associate in Applied Science Business: Office Technology degree.

Program Goals

By completing this certificate, students will achieve the following learning goals:

1. Demonstrate the ability to utilize current business software programs and Internet technologies in the creation and distribution of business communications and in the creation, analysis, and retrieval of data; and
2. Use critical thinking skills to analyze and solve business problems.

Completion Requirements

- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- A minimum grade of C must be earned in all program requirements.
- All program requirements must be completed at ARCC.
- All computer courses should be completed within the last four years in order to transfer into this program. Students may petition to extend the window beyond the four years.
- All courses requirements must be complete before a certificate will be awarded.
- Students must complete a Certificate Application. Certificate Applications are available online, in the Office of Records & Registration, and in the Advising Center. Submit a completed form to the Office of Records & Registration.
- The requirements of this program are subject to change without notice.

Program Requirements: 11-12 credits

Complete four of the six following courses:

☐ BUS 1112*   Computer Concepts and Applications 3
☐ BUS 1118**   Presentations Using Microsoft PowerPoint............ 2
☐ BUS 1119**   Database Management Using Microsoft Access...... 3
☐ BUS 1143**   Decision Making Using Excel 3
☐ BUS 1155**   Word Processing Using Microsoft Word 3
☐ BUS 1180*   Developing Web Pages... 3

*Suggested pre-course: Bus 1153 Beginning Keyboarding
**Suggested pre-course: BUS 1112 Computer Concepts and Applications

Program Sequence:
The sequence that follows is suggested for full-time students. Part-time students may need more time to complete this program; many courses are offered in the evening.

1st YEAR	Fall Semester		Spring Semester	
	BUS 1112......................... 3		BUS 1143......................... 3	
	BUS 1118* 2		BUS 1155***.................... 3	
	BUS 1119**..................... 3		**TOTAL 6**	
	BUS 1180 3			
	TOTAL 11			

*Offered even years fall only
**Offered every year fall only
***Offered every year
spring only

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

Anoka-Ramsey
COMMUNITY COLLEGE

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Business Generalist
Certificate

Program Requirements.................16
Total Credits 16

Program Information

Business certificates focus on the development of job- or career-specific skills in a short-term, concentrated format. The Business Generalist Certificate is earned after completion of 16 credits. Many courses may apply toward Associate in Science and Associate in Applied Science degrees in Business.

Program Goals

By completing this certificate, students will achieve the following learning goals:

1. Function effectively in a diverse, global business community;
2. Use critical thinking skills to analyze and solve business problems;
3. Demonstrate effective interpersonal skills and professional attitudes; and
4. Demonstrate effective business communication skills.

Completion Requirements

- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- All accounting and computer courses should be completed within the last seven years in order to transfer into this program.
- All program requirements must be completed at ARCC.
- All courses requirements must be complete before a certificate will be awarded.
- Students must complete a Certificate Application. Certificate Applications are available online, in the Office of Records & Registration, and in the Advising Center. Submit a completed form to the Office of Records & Registration.
- The requirements of this program are subject to change without notice.

Program Requirements: 16 credits

☐ BUS 1101   Introduction to Business 3
☐ BUS 1103   Human Relations in the Workplace 3
☐ BUS 1104   Written Business Communications 3
☐ BUS 1112   Computer Concepts and Applications 3
☐ BUS 1125   Financial Accounting 4

For more information about our program graduation rates, the median debt of students who completed the program, and other important information, please visit the "Gainful Employment Disclosure Report" at http://www.mnscu.edu/admissions/ge/anokaramsey/GEDT_0152_5683_1/gedt.html

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY
COMMUNITY COLLEGE

AnokaRamsey.edu

Clinical Research Professional
Certificate

Program Information

The Clinical Research Professional Certificate program is designed for students with a degree in nursing, pharmacology, or biological sciences who desire to move into clinical research positions in biomedical or other health-related companies. Graduates will work in research monitoring, clinical research coordination, clinical data management, and regulatory affairs. Classes include specific biomedical coursework, as well as statistics, pharmacology, and a field experience with a biomedical company. Students who have earned a Clinical Research Professional Certificate, and have one year clinical experience, are eligible to take the Certified Clinical Research Professional Exam through the Society of Clinical Research Associates (SOCRA).

Program Goals

By completing this certificate, students will achieve the following learning goals:
1. Explain the steps in the research process;
2. Describe the process for data collection and documentation;
3. Demonstrate an understanding of applicable regulations for conducting clinical trials in the US and other countries;
4. Describe the elements of Good Manufacturing Practices (cGMP) and Good Clinical Practices (cGCP); and
5. Understand and demonstrate components of clinical research protocol.

Program Admission

Admission to the Clinical Research Professional Certificate Program requires approval of the Program Director and admission to ARCC. In addition, students must hold a completed RN (AS, AD, BSN) degree or a baccalaureate degree in pharmacology, biology or a related field. Please request official college transcripts to be sent to the Office of Records and Registration prior to meeting with the Program Director.

General Information

College-level competence in English, writing, mathematics, and computer competency should be acquired before entering the BMED programs. All BMED Program requirements are offered at the Coon Rapids Campus.

Completion Requirements

- A cumulative GPA of 3.0 or above is required in program and additional requirements to complete this certificate.
- A minimum grade of C must be earned in all requirements.
- A minimum of 12 semester credits in courses numbered 1000 or above must be completed at ARCC.
- All program requirements must be completed through Anoka-Ramsey Community College.
- All course requirements must be completed before a certificate will be awarded.
- Students must complete a Certificate Application. Certificate Applications are available online, in the Office of Records & Registration, and in the Advising Center. Submit a completed form to the Office of Records & Registration.
- The requirements of this program are subject to change without notice.

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

Program Requirements: 14 credits

☐ BMED 1100　Introduction to Biomedical Devices/Industry 2
☐ BMED 2100　Design and Manufacturing in the Medical Device Industry 3
☐ BMED 2200　Introduction to Medical Device Regulations and Ethics 3
☐ BMED 2400♦　Introduction to Clinical Research 3

Select a minimum of three credits from the following:
☐ BMED 2500　Introduction to Documentation/Configuration Management 3
　OR
☐ BMED 2520　Technical Writing for Regulated Industries 3
　OR
☐ CAOR 2297　Career Internship and Field Experience 3

Additional Requirements: 5 credits

☐ BIOL 1102　Medical Terminology 2
☐ MATH 1110♦　Introduction to Statistics.. 3

Program Sequence:
The sequence that follows is suggested for full-time students. Part-time students will need more time to complete this program; many courses are offered in the evening.

	Fall Semester	Spring Semester
1st YEAR	BMED 1100 2	BIOL 1102...................... 2
	BMED 2100 3	BMED 2400.................... 3
	BMED 2200.................... 3	BMED 2500 **OR** 2520* **OR** CAOR 2297 3
	MATH 1110 3	
	TOTAL 11	**TOTAL 8**

*BMED 2520. Students also have the option of taking a Career Internship and Capstone Experience course if they are able to attain an internship in clincal research. This arrangement will be done through CAOR 2297 and can be for a 3-6 credit internship.

For more information about our program graduation rates, the median debt of students who completed the program, and other important information, please visit the "Gainful Employment Disclosure Report" at http://www.mnscu.edu/admissions/ge/anokaramsey/GEDT_0152_7213_1/gedt.html

ANOKA-RAMSEY
COMMUNITY COLLEGE

Computer Help Desk Specialist
Certificate

Program Information

Computer Networking certificates focus on the development of job- or career-specific skills in a short-term, concentrated format. Many courses may apply toward the Associate in Science degree in Computer Networking.

Program Goals

By completing this certificate, students will achieve the following learning goals:

1. Design and develop secure voice, video, and data networks;
2. Implement and configure networked devices;
3. Demonstrate the skills necessary to administer and monitor networks;
4. Exhibit mastery of problem-solving skills to troubleshoot existing and emerging technologies; and
5. Function as responsible and ethical network administrators for organizations and society.

General Information

Due to the dynamic nature of the computer networking industry, students are not able to sell back CNET course materials to the bookstore.

Completion Requirements

- A minimum of 12 semester credits in courses numbered 1000 or above must be completed at ARCC.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- A minimum grade of C must be earned in all program requirements.
- All program requirements must be completed at ARCC.
- Courses must be completed within three years. Students may petition to extend the window beyond the three years.
- All courses requirements must be complete before a certificate will be awarded.
- Students must complete a Certificate Application. Certificate Applications are available online, in the Office of Records & Registration, and in the Advising Center. Submit a completed form to the Office of Records & Registration.
- The requirements of this program are subject to change without notice

Program Requirements: 18 credits

☐	BUS 1112	Computer Concepts & Applications	3
☐	CNET 1101	PC Troubleshooting, Maintenance and Repair	2
☐	CNET 1115	IT and Data Assurance	3
☐	CNET 2101	Introduction to Networks (CCNA 1)	3
☐	CNET 2105	Security Awareness and Policies	1
☐	CNET 2112	Desktop Operating Systems	3
☐	CNET 2113♦	Network Operating Systems	3

Additional Requirements: 12 credits

☐	BUS 1103	Human Relations in the Workplace	3

Electives:

Select a minimum of 9 credits from the following:

☐	BUS 1108	Business Math	3
☐	BUS 1113♦	Computer Applications II: Integrated Projects	3
☐	BUS 1122	Business Ethics and Social Issues	3
☐	BUS 1180	Developing Web Pages	3
☐	BUS 2215	Legal Environment of Business	3
☐	BUS 2244	Principles of Management	4
☐	CNET 1201♦	A+ Core Hardware and OS Technologies	3
☐	CNET 2114	Fundamentals of Linux/UNIX	3
☐	CNET 2125♦	System Virtualization	3
☐	CNET 2205	Fundamentals of Wireless LANs	3
☐	CNET 2215♦	Managing Network Security	3
☐	CNET 2297♦	Field Experience and Seminar	1-4
☐	CNET 2320♦	Unified Communications/VoIP	3
☐	CSCI 1101♦	Introduction to Computer Science Problem-Solving	3
☐	CSCI 1106♦	Fundamentals of Computer Science I	4
☐	CSCI 1107♦	Fundamentals of Computer Science II	4

For more information about our program graduation rates, the median debt of students who completed the program, and other important information, please visit the "Gainful Employment Disclosure Report" at http://www.mnscu.edu/admissions/ge/anokaramsey/GEDT_0152_5014_1/gedt.html

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY
COMMUNITY COLLEGE

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Computer Network Security
Certificate

Program Requirements.................16
Total Credits 16

Program Information

Computer Networking Certificates focus on the development of job- or career-specific skills in a short-term, concentrated format. Many courses may apply toward the Associate in Science in Computer Networking. For additional information, visit our website at http://www.anokaramsey.edu

Program Goals

By completing this certificate, students will achieve the following learning goals:

1. Design and develop secure voice, video, and data networks;
2. Implement and configure networked devices;
3. Demonstrate the skills necessary to administer and monitor networks;
4. Exhibit mastery of problem-solving skills to troubleshoot existing and emerging technologies; and
5. Function as responsible and ethical network administrators for organizations and society.

General Information

Due to the dynamic nature of the computer networking industry, students are not able to sell back CNET course materials to the bookstore.

Completion Requirements

- A minimum of 12 semester credits in courses numbered 1000 or above must be completed at ARCC.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- A minimum grade of C must be earned in all program requirements.
- All program requirements must be completed at ARCC.
- Courses must be completed within three years. Students may petition to extend the window beyond the three years.
- All courses requirements must be complete before a certificate will be awarded.
- Students must complete a Certificate Application. Certificate Applications are available online, in the Office of Records & Registration, and in the Advising Center. Submit a completed form to the Office of Records & Registration.
- The requirements of this program are subject to change without notice

Program Requirements: 16 credits

☐ CNET 1115   IT and Data Assurance 3
☐ CNET 2105   Security Awareness and Policies 1
☐ CNET 2114   Fundamentals of Linux/UNIX.............................. 3
☐ CNET 2125◆   System Virtualization.. 3
☐ CNET 2205   Fundamentals of Wireless LANs 3
☐ CNET 2215◆   Managing Network Security 3

For more information about our program graduation rates, the median debt of students who completed the program, and other important information, please visit the "Gainful Employment Disclosure Report" at http://www.mnscu.edu/admissions/ge/anokaramsey/GEDT_0152_6190_1/gedt.html

◆ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY COMMUNITY COLLEGE

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Computer Programming
Certificate

Program Information

This certificate program targets students interested in careers in information technology. It is designed for holders of an AA, AS and/or baccalaureate degree who have an interest in a career change or job enhancement. The program shares curriculum with related courses from business and computer networking to provide graduates with a diverse skill set. This certificate is currently being offered on a two-year, part-time basis.

Program Goals

By completing this certificate, students will achieve the following learning goals:
1. Be fluent in two or more programming languages;
2. Write computer programs to solve any type of problem;
3. Understand ethical and moral issues as related to Computer Science applications;
4. Write Windows-based programs;
5. Write Graphical User Interface programs that are platform independent; and
6. Write Object-Oriented programs.

Completion Requirements

- A minimum of 12 semester credits in courses numbered 1000 or above must be completed at ARCC.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- A minimum grade of C must be earned in all program requirements.
- All program requirements must be completed at ARCC.
- Courses must be completed within three years. Students may petition to extend the window beyond the three years.
- All courses requirements must be complete before a certificate will be awarded.
- Students must complete a Certificate Application. Certificate Applications are available online, in the Office of Records & Registration, and in the Advising Center. Submit a completed form to the Office of Records & Registration.
- The requirements of this program are subject to change without notice.

Program Requirements: 25 credits

☐ CSCI 1101♦   Introduction to Computer Science and Problem Solving 3
☐ CSCI 1106♦   Fundamentals of Computer Science I 4
☐ CSCI 1107♦   Fundamentals of Computer Science II 4
☐ CSCI 1115♦   Visual Basic Programming 3
☐ CSCI 1125♦   Object Oriented Programming using Java 3
☐ CSCI 2253♦   Assembly Language Programming 4
☐ CSCI 2100♦   Discrete Mathematics 4
                   (*Cross-listed as MATH 2100*)

Additional Requirements: 5 credits

Select courses from the following to fulfill the 30-credit requirement:
☐ BUS 1119♦   Database Management Using Microsoft Access 3
☐ BUS 1180   Developing Web Pages... 3
☐ CNET 2101   Introduction to Networks (CCNA 1) 3
☐ CSCI 1155   Intro to Functional Language Programming 1

For more information about our program graduation rates, the median debt of students who completed the program, and other important information, please visit the "Gainful Employment Disclosure Report" at http://www.mnscu.edu/admissions/ge/anokaramsey/GEDT_0152_3691_1/gedt.html

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♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

Anoka-Ramsey
COMMUNITY COLLEGE

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Fitness Specialist
Certificate

Program Information

This certificate program is designed to prepare students with the knowledge, skills, and understanding to enhance employment prospects in the health and fitness industry, business, sports and leisure industry and coaching field. Areas of study include first aid and CPR, nutrition, wellness, weight training and conditioning, prevention and care of injuries, biology, and fitness testing and exercise prescription.

Program Goals

By completing this certificate, students will achieve the following learning goals:

1. Demonstrate knowledge of the major components of physical fitness;
2. Demonstrate knowledge and understanding of the psychological principles which are critical to health/wellness behavior change;
3. Describe and demonstrate assessment techniques and methods for cardiovascular and muscular strength and endurance; and
4. Demonstrate ability to design exercise training programs.

Completion Requirements

- A minimum of 12 semester credits in courses numbered 1000 or above must be completed at ARCC.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- A minimum grade of C must be earned in all program requirements.
- All program requirements must be completed at ARCC.
- Courses must be completed within three years. Students may petition to extend the window beyond the three years.
- All courses requirements must be complete before a certificate will be awarded.
- Students must complete a Certificate Application. Certificate Applications are available online, in the Office of Records & Registration, and in the Advising Center. Submit a completed form to the Office of Records & Registration.
- The requirements of this program are subject to change without notice.
-

Program Requirements: 30 credits

☐ HPER 1103   First Aid and CPR 3
☐ HPER 1112   Nutrition 3
☐ HPER 1120   Wellness for Life 4
☐ HPER 1152   Aerobic Fitness.. 2
☐ HPER 1160*   Weight Training and Conditioning 0
☐ HPER 1200   Anatomy of Movement.. 2
☐ HPER 2205   Prevention and Care of Athletic Injuries 2
☐ HPER 2206   Introduction to Exercise Physiology...................... 4
☐ HPER 2207 ♦   Fitness Testing and Exercise Prescription 3
☐ HPER 2208   Concepts in Personal Training 2
☐ HPER 2230   Introduction to Sports Management 3
☐ HPER 2296**   Field Experience and Seminar for Fitness Specialist 2

*HPER 1160 is taken as a lab with HPER 1120 and will count into the four credits for that class.

**Permission by the instructor is required for this course.

**Prior to taking HPER 2296 students are required to complete HPER 1103.

For more information about our program graduation rates, the median debt of students who completed the program, and other important information, please visit the "Gainful Employment Disclosure Report" at http://www.mnscu.edu/admissions/ge/anokaramsey/GEDT_0152_7561_1/gedt.html.

It is recommended that a minimum of 12 program-required credits be completed or concurrently enrolled in prior to taking HPER 2296 Field Experience and Seminar in Fitness Specialist.

Program Sequence:

The sequence that follows is suggested for full-time students. Part-time students will need more time to complete this program; many courses are offered in the evening.

	Fall Semester	Spring Semester
1st YEAR	HPER 1103....................................3 HPER 1120/1160 ....4 HPER 1152 ....2 HPER 1200 ....2 HPER 2206 ....4 **TOTAL** **15**	HPER 1112 ....3 HPER 2205 ....2 HPER 2207 ....3 HPER 2208 ....2 HPER 2230 ....3 HPER 2296 ....2 **TOTAL** **15**

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

Anoka-Ramsey
COMMUNITY COLLEGE

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Integrative Health & Healing
Certificate

Program Information

The emerging field of Integrative Health and Healing (IHH) has captured the interest of healthcare providers, practitioners and consumers. This program is designed for students, practitioners and learners seeking to understand the exciting, new field of Integrative Health and Healing. Ideal candidates for the certificate program will have previously earned a degree in healthcare. This certificate is intended to enhance current skills and abilities used in a healthcare setting.

Program Goals

By completing this certificate, students will achieve the following learning goals:

1. Evaluate the fundamental principles of integrative health and healing, trends in holistic health, and the complexities of this emerging field;
2. Demonstrate an understanding of the interconnectedness of mind, body and spirit of the human system;
3. Describe holistic healing philosophies and healing through social, cultural, environmental and global perspectives of healing;
4. Evaluate the role of healing strategies for self-care as well as strategies in the healthcare system;
5. Describe ethical responsibilities in the practice of holistic healing; and
6. Identify current scientific literature to support the emerging field of Integrative Health and Healing.

Completion Requirements

- A minimum of 12 semester credits in courses numbered 1000 or above must be completed at ARCC.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- A minimum grade of C must be earned in all program requirements.
- All courses requirements must be complete before a certificate will be awarded.
- Students must complete a Certificate Application. Certificate Applications are available online, in the Office of Records & Registration, and in the Advising Center. Submit a completed form to the Office of Records & Registration.
- The requirements of this program are subject to change without notice.

Program Requirements: 26 credits

- ☐ IHH 1100   Introduction to Holistic Healing*.......................... 2

Introduction to Holistic Healing is strongly recommended as a first course or concurrently with other courses.

- ☐ BIOL 1104   The Human Body.. 4
- ☐ IHH 1102   Energy Healing.. 3
- ☐ IHH 1103   Movement and Body Manipulation Therapies 3
- ☐ IHH 2100   Holistic Healing Systems 3
- ☐ IHH 2101◆   Mind/Body Connections 3
- ☐ IHH 2102   Food as Medicine/Biologically Based Therapies...... 3
- ☐ IHH 2103   Spirituality and Healing....................................... 3
- ☐ IHH 2104   Health and Wellness Coaching Skills 2
- ☐ IHH 2297◆   Internship (*Optional*) 3

Electives: 3 credits

Choose one of the following:

- ☐ IHH 2105   Basics in Business and Ethics in Holistic Healing... 3
- ☐ IHH 2106   Introduction to Qigong.. 3
- ☐ IHH 2107   Healing Touch 3
- ☐ HCCC 1000   Introduction to Healthcare Careers...................... 3

For more information about our program graduation rates, the median debt of students who completed the program, and other important information, please visit the "Gainful Employment Disclosure Report" at http://www.mnscu.edu/admissions/ge/anokaramsey/GEDT_0152_6818_1/gedt.html

Program Sequence:

The sequence that follows is suggested for full-time students. Part-time students will need more time to complete this program; many courses are offered in the evening.

	Fall Semester	Spring Semester
1st YEAR	BIOL 1104...................... 4 IHH 1100...................... 2 IHH 1102...................... 3 IHH 1103...................... 3 **TOTAL 12**	IHH 2100........................ 3 IHH 2101 .... 3 IHH 2102........................ 3 IHH 2103........................ 3 **TOTAL 12**
	Fall Semester	
2nd YEAR	IHH 2104...................... 2 IHH 2297 (optional)...... 3 Elective .... 3 **TOTAL 8**	

◆ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

Anoka-Ramsey COMMUNITY COLLEGE

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Network Support & Administration
Certificate

Program Requirements.................18
Additional Requirements.............12
Total Credits 30

Program Information

Computer Networking certificates focus on the development of job- or career-specific skills in a short-term, concentrated format. Many courses may apply toward Associate in Science degrees in Business and Computer Networking and Telecommunications.

Program Goals

By completing this certificate, students will achieve the following learning goals:

1. Design and develop secure voice, video, and data networks;
2. Implement and configure networked devices;
3. Demonstrate the skills necessary to administer and monitor networks;
4. Exhibit mastery of problem-solving skills to troubleshoot existing and emerging technologies; and
5. Function as responsible and ethical network administrators for organizations and society.

General Information

Due to the dynamic nature of the computer networking industry, students are not able to sell back CNET course materials to the bookstore.

Completion Requirements

- A minimum of 12 semester credits in courses numbered 1000 or above must be completed at ARCC.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- A minimum grade of C must be earned in all program requirements.
- All program requirements must be completed at ARCC.
- Courses must be completed within three years. Students may petition to extend the window beyond the three years.
- All courses requirements must be complete before a certificate will be awarded.
- Students must complete a Certificate Application. Certificate Applications are available online, in the Office of Records & Registration, and in the Advising Center. Submit a completed form to the Office of Records & Registration.
- The requirements of this program are subject to change without notice

Program Requirements: 18 credits

- ☐ CNET 2101   Introduction to Networks (CCNA 1) 3
- ☐ CNET 2112   Desktop Operating Systems................................... 3
- ☐ CNET 2113♦   Network Operating Systems 3
- ☐ CNET 2301♦   Routing and Switching Essentials (CCNA 2)......... 3
- ☐ CNET 2303♦   Scaling Networks (CCNA 3) 3
- ☐ CNET 2304♦   Connecting Networks (CCNA 4) 3

Additional Requirements: 12 credits

- ☐ BUS 1103   Human Relations in the Workplace 3

Electives

Select a minimum of 9 credits from the following:

- ☐ BUS 1108   Business Math 3
- ☐ BUS 1112   Computer Concepts & Applications 3
- ☐ BUS 1113   Computer Applications II: Integrated Projects 3
- ☐ BUS 1122   Business Ethics & Social Issues 3
- ☐ BUS 1180   Developing Web Pages 3
- ☐ BUS 2215   Legal Environment of Business 3
- ☐ BUS 2244   Principles of Management 4
- ☐ CNET 1101   PC Troubleshooting, Maintenance & Repair 2
- ☐ CNET 1115   IT & Data Assurance 3
- ☐ CNET 1201   A+ Core Hardware & OS Technologies 3
- ☐ CNET 2105   Security Awareness & Policies 1
- ☐ CNET 2114   Fundamentals of Linux/UNIX 3
- ☐ CNET 2125♦   System Virtualization 3
- ☐ CNET 2205   Fundamentals of Wireless LANs 3
- ☐ CNET 2215   Managing Network Security 3
- ☐ CNET 2297♦   Field Experience & Seminar 1-4
- ☐ CNET 2320♦   Unified Communications/VoIP 3
- ☐ CSCI 1101♦   Intro to Computer Science & Problem-Solving 3
- ☐ CSCI 1106♦   Fundamentals of Computer Science I 4
- ☐ CSCI 1107♦   Fundamentals of Computer Science II.................. 4

For more information about our program graduation rates, the median debt of students who completed the program, and other important information, please visit the "Gainful Employment Disclosure Report" at http://www.mnscu.edu/admissions/ge/anokaramsey/GEDT_0152_1126_1/gedt.html

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

ANOKA-RAMSEY
COMMUNITY COLLEGE

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Pharmacy Technician
Certificate

Program Requirements.................15
General Education 12
Total Credits 27

Program Information

Pharmacy technicians help licensed pharmacists prepare prescription medications, provide customer service, and perform administrative duties within a pharmacy setting. Pharmacy technicians generally are responsible for receiving prescription requests, counting tablets, and labeling bottles. They may perform administrative functions such as answering phones, stocking shelves, and operating cash registers. Students gain "hands-on" experience through clinical practice at area health-care facilities.

Program Goals

By completing this certificate, students will achieve the following learning goals:
1. Evaluate the principles, complexities and trends in the pharmacy industry as it relates to the technician;
2. Describe ethical responsibilities as it relates to the pharmaceutical industry;
3. Demonstrate communication skills associated with customer service in a multicultural society;
4. Perform all procedures skillfully and safely;
5. Demonstrate knowledge of the normal structure and function of the human body and understand the physiological effects of disease and injury;
6. Properly calculate medical mathematical equations; and
7. Demonstrate understanding of his/her professional role as a Pharmacy Technician.

Program Admission

To apply for admission to the Pharmacy Technician Program, submit the "Application for Pharmacy Technician Program" to the Office of Records and Registration between February 1 and February 28 for the following fall. Application materials are available online. All program requirements are offered at the Cambridge Campus.

Completion Requirements

- A minimum of 12 semester credits in courses numbered 1000 or above must be completed at ARCC.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- A minimum grade of C must be earned in all program and general education requirements.
- All courses requirements must be complete before a certificate will be awarded.
- Students must complete a Certificate Application. Certificate Applications are available online, in the Office of Records & Registration, and in the Advising Center. Submit a completed form to the Office of Records & Registration.
- The requirements of this program are subject to change without notice.

Developmental Courses

Some students may need prepatory courses in English, mathematics or reading. Courses numbered below 1000 will not count toward this certificate.

Related Program Information

- Internship sites may require students to maintain specific requirements to ensure personal and patient health and safety.
- All Pharmacy Technician Core classes are offered at the Cambridge Campus.

Program Requirements: 15 credits

☐ PHAR 1100   Introduction to Pharmaceuticals Lecture/Lab 2
☐ PHAR 2100♦   Pharmacy Communications Lecture/Lab 2
☐ PHAR 2110♦   Pharmacy Medications Lab 2
☐ PHAR 2120♦   Drug Use and Reactions Lecture/Lab.................... 2
☐ PHAR 2130♦   Pharmacy Admin and Medical Billing Lab............. 2
☐ PHAR 2297♦   Pharmacy Technician Internship 5
☐ MATH 0110   Test-out only

General Education: 12 credits

☐ BIOL 1102   Medical Terminology 2
☐ BIOL 1104   The Human Body 4
☐ HCCC 1000   Introduction to Healthcare Careers....................... 3
☐ PHIL 1200   Medical Ethics 3

For more information about our program graduation rates, the median debt of students who completed the program, and other important information, please visit the "Gainful Employment Disclosure Report" at http://www.mnscu.edu/admissions/ge/anokaramsey/GEDT_0152_8588_1/gedt.html

Program Sequence:
The sequence that follows is suggested for full-time students. Part-time students will need more time to complete this program; many courses are offered in the evening.

	Fall Semester	Spring Semester
1st YEAR	BIOL 1102............................2 BIOL 1104............................4 HCCC 1000.........................3 PHIL 1200............................3 PHAR 1100..........................2 **TOTAL 14**	PHAR 2100 .... 2 PHAR 2110 .... 2 PHAR 2120 .... 2 PHAR 2130 .... 2 **TOTAL 8**
	Summer Semester	
2nd YEAR	PHAR 2297.................... 5 **TOTAL 5**	**1st semester: MATH 0110 or test out.................................. 1**

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

Anoka-Ramsey COMMUNITY COLLEGE

Quality Systems for Biomedical Industry
Certificate

Program Requirements.................20
Total Credits 20

Program Information

This certificate program prepares students to meet the critical industry-specific educational needs in quality assurance and presents the regulatory and quality standards that are required for the medical device industry. Graduates will work in quality assurance and compliance, manufacturing and production. Classes include specific biomedical coursework in medical device design and manufacturing, regulatory environment risk, and management for medical devices. For additional information about our biomedical programs, visit our website at http://www.anokaramsey.edu/BMED

Program Goals

By completing this certificate, students will achieve the following learning goals:

1. Evaluate a quality management system as it conforms to Food and Drug Administration (FDA) regulatory requirements;
2. Demonstrate an understanding of medical device-related risk assessment and evaluation through written course assessments;
3. Show how FDA regulations and compliance pertain to the design and manufacturing of medical devices; and
4. Communicate understanding of the change control procedures, including documentation, communication, and quality assurance through written examples.

Program Goals

Admission to the Clinical Research Professional certificate program requires approval of the program director. Students wanting to enroll in the program, must either hold a completed RN (AS, AD, BSN) degree, a baccalaureate degree (in pharmacology, biology, or related field) or have earned an Associate of Science degree in Biomedical Technology from Anoka-Ramsey. Perspective students will need to provide an official college transcripts to the Office of Records and Registration and contact the program director to complete the approval process.

Completion Requirements

- A minimum of 12 semester credits in courses numbered 1000 or above must be completed at ARCC.
- A minimum cumulative grade point average (GPA) of 3.0 in program and additional requirements.
- A minimum grade of C must be earned in all program requirements.
- All BMED courses must be completed at ARCC.
- All courses requirements must be complete before a certificate will be awarded.
- Students must complete a Certificate Application. Certificate Applications are available online, in the Office of Records & Registration, and in the Advising Center. Submit a completed form to the Office of Records & Registration.
- The requirements of this program are subject to change without notice.

General Information

College-level competence in English, writing, mathematics, and computer

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

Program Requirements: 20 credits

☐ BMED 2100   Design and Manufacturing in the Medical Device Industry....................................... 3
☐ BMED 2200   Introduction to Medical Device Regulations/Ethics 3
☐ BMED 2300* Introduction to Quality Assurance......................... 3
☐ BMED 2310* Risk Management and Assessment for Medical Devices.. 3
☐ BMED 2320* Quality Management for Medical Devices 3
☐ BMED 2500   Introduction to Documentation/Configuration Management 3
☐ BMED 2600   Fundamentals of Dimensional Metrology 2

BMED 1100 is strongly recommended as a first class for those with no previous biomedical device industry experience.
*BMED 2300 should be taken prior to or concurrently with BMED 2310 and 2320.

For more information about our program graduation rates, the median debt of students who completed the program, and other important information, please visit the "Gainful Employment Disclosure Report" at http://www.mnscu.edu/admissions/ge/anokaramsey/GEDT_0152_5682_1/gedt.html

Anoka-Ramsey COMMUNITY COLLEGE

Retail Management
Certificate

Program Requirements.................22-23
Total Credits.............................22-23

Program Information

Business certificates focus on the development of job- or career-specific skills in a short-term, concentrated format. The Retail Management certificate is earned after completion of 22-23 credits. Many courses may apply toward Associate in Science and Associate in Applied Science degrees in Business.

Program Goals

By completing this certificate, students will achieve the following learning goals:

1. Function effectively in a diverse, global business community;
2. Use critical thinking skills to analyze and solve business problems;
3. Demonstrate effective interpersonal skills and professional attitudes; and
4. Demonstrate effective business communication skills.

Completion Requirements

- A minimum of 12 semester credits in courses numbered 1000 or above must be completed at ARCC.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- All accounting and computer courses should be completed within the last seven years in order to transfer into this program.
- All courses requirements must be complete before a certificate will be awarded.
- Students must complete a Certificate Application. Certificate Applications are available online, in the Office of Records & Registration, and in the Advising Center. Submit a completed form to the Office of Records & Registration.
- The requirements of this program are subject to change without notice.

Program Requirements: 22-23 credits

☐	BUS 1101	Introduction to Business	3
☐	BUS 1103	Human Relations in the Workplace	3
☐	BUS 1108	Business Math	3
	OR		
☐	BUS 1125	Financial Accounting	4
☐	BUS 1112	Computer Concepts and Applications	3
☐	BUS 1221	Supervision	3
☐	BUS 2142	Principles of Marketing	4
☐	BUS 2242	Principles of Retailing	3

For more information about our program graduation rates, the median debt of students who completed the program, and other important information, please visit the "Gainful Employment Disclosure Report" at http://www.mnscu.edu/admissions/ge/anokaramsey/GEDT_0152_5686_1/gedt.html

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

Anoka-Ramsey
COMMUNITY COLLEGE

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Small Business Accounting
Certificate

Program Information

Business Certificates focus on the development of job- or career-specific skills in a short-term, concentrated format. Many courses may apply toward an Associate in Science degree and/or an Associate in Applied Science degree in Accounting or Business. For additional information, visit our website at http://www.anokaramsey.edu

Program Goals

By completing this certificate, students will achieve the following learning goals:

1. Prepare journal entries and financial statements;
2. Use critical thinking skills to analyze and solve business problems; and
3. Appropriately use technology to solve business problems.

Completion Requirements

- A minimum of 12 semester credits in courses numbered 1000 or above must be completed at ARCC.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- All accounting and computer courses should be completed within the last seven years in order to transfer into this program.
- All courses requirements must be complete before a certificate will be awarded.
- Students must complete a Certificate Application. Certificate Applications are available online, in the Office of Records & Registration, and in the Advising Center. Submit a completed form to the Office of Records & Registration.
- The requirements of this program are subject to change without notice.

Program Requirements: 18 credits

☐ BUS 1103   Human Relations in the Workplace 3
☐ BUS 1112   Computer Concepts and Applications 3
☐ BUS 1125   Financial Accounting 4
☐ BUS 1130   Accounting Fundamentals 1
☐ BUS 1134♦   Computerized Accounting.................................... 2
☐ BUS 1135♦   Payroll Accounting 2
☐ BUS 1143   Decision Making Using Excel 3

For more information about our program graduation rates, the median debt of students who completed the program, and other important information, please visit the "Gainful Employment Disclosure Report" at http://www.mnscu.edu/admissions/ge/anokaramsey/GEDT_0152_5684_1/gedt.html

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

Anoka-Ramsey
COMMUNITY COLLEGE

Course Descriptions

On the following pages are the courses available at one or both campuses of Anoka- Ramsey Community College. The courses are listed alphabetically by discipline, i.e., chemistry, engineering, music, and psychology. The format of each entry is the same. The discipline and course number are listed first, followed by the course title and the number of academic credits. Next, the MnTC goal areas satisfied by this course are listed, followed by any prerequisites and/or co-requisites. Finally, a brief course description gives the essential features of the course. However, on occasion, student needs or program needs may necessitate changes.

Minnesota Transfer Curriculum

Minnesota Transfer Curriculum (MnTC) goals and the courses that satisfy each goal are listed beginning on page 33.

Prerequisites & Co-requisites

A prerequisite is a specified course or other requirement which must be successfully completed prior to enrolling for the listed course. Successful completion is defined as a grade of "C" or better. It is the responsibility of the student to ensure prerequisites are satisfied. Students found not to meet the prerequisites of a course may not continue in that course and will not receive a refund.

A *Co-requisite* is a course which is required to be taken during the same term.

Experimental & Topics Courses

An experimental course is one that an instructor wishes to offer with the idea that it could become a permanent course. A topics course is one that is not likely to have long-term interest because of the evolving nature or the short-term importance of its content. Experimental courses, numbered 1189, and topics courses, numbered 1187, do not duplicate existing offerings and may be presented as workshops or seminars. Courses will appear only in the online course schedule at http://www.anokaramsey.edu/

Accounting

See separate course listings for Business beginning on page 112.

Applied Engineering

AENG 2225 Digital Electronics, 3 credits
The student will analyze, construct, test, and interface fundamental digital circuits including logic gates, combinational logic circuits, flip flops, counters, encoders and decoders, shift registers, arithmetic circuits, digital to analog conversions, and analog to digital conversions. The student will also demonstrate knowledge of numbering systems and integrated circuit specifications.

AENG 2230 Electromechanical Devices, 3 credits
The student will demonstrate knowledge of basic industrial electronic principles and devices by solving problems and constructing lab experiments in subjects such as resistive circuits, Ohm's law and power, series and parallel circuits, DC and AC circuits, and solid state circuits and devices. Electronics test equipment will be used in the laboratory experiments to explore different electronic circuits and devices. The student will demonstrate maintenance and troubleshooting procedures on various types of electrical motors and electromechanical systems.

AENG 2235 Instrumentation & Control, 3 credits
The student will learn terminology and demonstrate system operations by proper measurement and control techniques of flow, pressure, and temperature and level control within the system.

American Sign Language

ASL 1101 American Sign Language & Culture I, 4 credits
(Meets MnTC Goal 8)
This is an overview of American Sign Language (ASL), its basic vocabulary, structure, syntax and grammar. Students will focus on mastering the basics of fingerspelling, numbers, colors, facial grammar and sentence structure; students will also learn conversational/cultural behaviors necessary to hold a beginning-level conversation in ASL, with deaf/hard-of-hearing native users of the language. Introductory information about deaf culture will also be presented, along with deaf humor, to provide students with a broad picture of language and culture. (CC-fall; CR-fall, spr)

ASL 1102* American Sign Language & Culture II , 4 credits
(Meets MnTC Goal 8)
Prerequisite: ASL 1101, Credit by Examination or two years ASL in high school.
A continuation of basic aspects of American Sign Language (ASL) taught in ASL 1101—its basic vocabulary, structure, syntax, and grammar. Students will continue to focus on fingerspelling, numbers, facial grammar and sentence structure. Students will also further develop the conversational/cultural behaviors necessary to hold a beginning-level conversation. More challenging examples of feaf humor will be presented as well as additional cultural information to aid student development of awareness of and appreciation for the unique linguistic relationship between language and culture among those deaf/hard-of-hearing individuals who use ASL to communicate. (CC & CR-spr)
*This course is offered through ARCC's Concurrent Enrollment Program

ASL 1103 Deaf Culture, 3 credits
Introduction to concepts and issues in deaf culture and the deaf community. Emphasizes the deaf community as a linguistic and American cultural minority, and the importance of language, values, traditions, and diversity in this group.

ASL 1120 Fingerspelling & Numbers, 3 credits
Prerequisite: ASL 1101.
Overview of American Sign Language, fingerspelling, its structure and rules. Students will focus on mastering hand positioning and movement. Students will increase receptive recognition of fingerspelled words and numbers. Introductory information about lexical signs and contextual clues to improve receptive skills will also be presented.

ASL 2201 American Sign Language & Culture III, 4 credits
(Meets MnTC Goal 8)
Prerequisite: ASL 1102 or permission of instructor.
Continuation of the overview of American Sign Language, its basic vocabulary, structure, history and the deaf community. Students continue to learn the basics for communication with deaf individuals; they also learn

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

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how to express abstract concepts in ASL. Course includes receptive and expressive readiness activities, sign vocabulary, ASL grammatical structure, receptive and expressive finger spelling, conversational behaviors and various aspects of deaf culture. (CR-fall)

ASL 2202 American Sign Language & Culture IV, 4 credits
(Meets MnTC Goal 8)
Prerequisite: ASL 2201 or permission of instructor.
Continuation of the overview of American Sign Language, its basic vocabulary, structure, history and the deaf community. Students continue to learn the basics for communication with deaf individuals; they also continue to learn how to express abstract concepts in ASL. Course is designed to build student vocabularies, develop greater fluency in expressive signing, and develop confidence in receptive skills. (CR-spr)

Anthropology

ANTH 2201 Introduction to Cultural Anthropology, 3 credits
(Meets MnTC Goals 5B & 8)
Cultural anthropology is the study of culture, its structure and variation as revealed by cross-cultural comparisons of different societies. It includes, but is not limited to, the analysis of social interaction, language, reproduction and the family, subsistence, political organization, religion, and artistic expression. Emphasis will be placed on global issues. (CR-fall & online, Spr & Sum online)

ANTH 2202 Introduction to Physical Anthropology, 3 credits
(Meets MnTC Goals 5B & 10)
The study of humans as biological beings subject to the forces of both evolution and culture. The physical changes documented in early human species are considered in relation to environmental adaptation and diverging primate and hominid behaviors. A concluding survey of the Paleolithic and Neolithic Periods connects human biological origins to the early stages of human prehistory. (CR-spr & online, Sum- online)

ANTH 2251 Environmental Anthropology, 3 credits
(Meets MnTC Goals 5B & 10)
The study of past and present human societies and their interaction with the environment. Societies are analyzed in anthropological terms according to their modes of production, social organization, and worldview. Environmental constraints and opportunities acting on cultural development are examined. Students will learn how successful adaptation to factors of climate and geography, the conservation of species, and management of available resources have contributed to sociocultural survival or collapse in documented cases. (CR-fall & online)

ANTH 2261 Principles of Archaeology, 3 credits
(Meets MnTC Goals 5B & 8)
The fundamentals of interpretation in archaeology including fieldwork methods and the uses of laboratory analysis. Students will gain an understanding of the purposes of archaeological research through the study of theory and research examples, both prehistoric and historic, drawn from cultures worldwide. Emphasis will be placed on how knowledge of past peoples can be gained from their material remains. The course will prepare interested students for participation on excavations. (CR-spr & online)

ANTH 2299 Independent Study, 1-3 credits
Prerequisite: Two courses in anthropology successfully completed.
Designed to offer students the opportunity to do extensive reading or research on a specific topic in anthropology.

Art

Art students will be required to purchase some tools and supplies. A lab fee may be assessed. All studio art classes require a minimum of three hours per week in addition to class time.

ART 1100* Introduction to Art, 3 credits
(Meets MnTC Goals 6C & 8)
Art appreciation is the historical and topical study of art and its relationship to culture and society. This course incorporates the extensive use of visual materials to teach the essentials and aesthetics of art, civilization, and daily life. (CC/CR-fall, spr, & online sum)
*This course is offered through ARCC's Concurrent Enrollment Program

ART 1107 Art History I, 3 credits
(Meets MnTC Goals 6C & 8)
Introduction to the art and architecture of cultures in both the East and West from Pre-History to the Medieval period. Students will consider the historic and symbolic nature of the work and explore how art and architecture reveals the behavioral patterns and values systems of various cultures. The course will include museum visits, slide presentations, writing assignments, and visiting lecturers. (CR, CC & online: fall; CR Online-spr & sum)

ART 1108 Art History II, 3 credits
(Meets MnTC Goals 6C & 8)
Introduction to the art and architecture of cultures in both the East and West from the Renaissance to the Contemporary. Students will consider the historic and symbolic nature of the work and explore how art and architecture reveals the behavioral patterns and values systems of various cultures. The course will include museum visits, slide presentations, and visiting lecturers. (CR-spr)

ART 1115 Design I-Basic Visual Theory, 3 credits
(Meets MnTC Goal 6C)
The course covers concepts concerning line, shape, composition, spatial manipulation, pattern, contrast, positive/negative space and introductory color theory. Students work in a variety of materials including collage, paint, pencil, ink, watercolor, relief print and computer imaging. This course prepares students to succeed in future art courses both 2-D and 3-D, and provides a solid understanding of basic visual theory in preparation for an art major and career in visual art. A course fee is required. Students will be required to buy additional supplies that are not covered by the course fee; see course notes or contact the instructor. Students should be prepared to spend between 6 and 8 hours per week outside of class working on assignments. (CR, CC-fall; CR-spr)

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

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ART 1116 Design II: Color Theory, 3 credits
(Meets MnTC Goal 6C)
This course is an introduction to the theory and practice of color. The course covers hues, tints, complementary color, color wheel structure, color saturation, optical mixing and the physiological impact of color. Students work in a variety of materials including collage, paint, color pencil, ink, pastel, watercolor, and computer imaging. Students will be required to buy additional supplies that are not covered by the course fee, see course notes or contact the instructor. Students should be prepared to spend between 6-8 hours per week outside of class working on assignments in the on-campus art studios and facilities. ART 1115, ART 1141, or ART 2241 is recommended.

ART 1117 3D Design, 3 credits
(Meets MnTC Goal 6C)
The course covers concepts concerning line, shape, composition, spatial manipulation, pattern, contrast, and positive/negative space as they apply to three- dimensional art. Students work in a variety of materials. A course fee is required. Students will be required to buy additional supplies that are not covered by the course fee, see course notes or contact the instructor. Students should be prepared to spend between 6 and 8 hours per week outside of class working on assignments. (CR-spr)

ART 1121 Stained Glass I, 3 credits
(Meets MnTC Goal 6C)
Introduction to the basic techniques used in designing and constructing leaded glass windows. Students should be prepared to spend between 3 and 6 hours per week outside of class working on assignments. (CR-fall & spr)

ART 1122 Stained Glass II, 3 credits
(Meets MnTC Goal 6C)
Prerequisite: ART 1121.
Expands upon the stained glass techniques covered in Stained Glass I. The student will explore the copper foil process, three-dimensional construction techniques, and sandblast etching. (CR-spr)

ART 1131 Glass Blowing I, 3 credits
(Meets MnTC Goal 6C)
Introduction to the basic techniques involved in forming glass from its molten state. The primary concern is creative expression with a technical understanding. (CR-fall & spr)

ART 1132 Glass Blowing II, 3 credits
(Meets MnTC Goal 6C)
Prerequisite: ART 1131.
Expands upon the glass blowing techniques covered in Glass Blowing I. Approaches glass in an experimental and creative way and addresses more advanced aesthetic ideas. (CR-fall & spr)

ART 1141 Drawing I, 3 credits
(Meets MnTC Goal 6C)
Introduction to the fundamental principles of drawing, including a strong emphasis on basic technique and live observation. The class covers a wide range of approaches to drawing—from realism to abstract. The class addresses the creative energy of the student and teaches drawing as a positive and lifelong creative outlet. Drawing is essential, and is the foundation for working in all art forms from painting to ceramics to photography. A course fee is required. Students will be required to buy additional supplies that are not covered by the course fee, see course notes or contact the instructor. Students must be prepared to spend 6-8 hours per week in the drawing studio outside of class. (CC & CR-fall & spr)

ART 1142 Drawing II, 3 credits
(Meets MnTC Goal 6C)
Prerequisite: ART 1141 or ART 2241.
Drawing II introduces the student to a more complex and developed approach to drawing. The course further develops the technical aspect of drawing through rigorous and challenging assignments and the students learn to manipulate new materials as well. The class emphasizes process, color, style, personal imagery and conceptual ideas. A supply fee is required; additional costs may be incurred based on individual student need. See course notes for additional information. Students should be prepared to spend 6-8 hours per week outside of class working on assignments in the on-campus art studios and facilities. (CC & CR-spr)

ART 1143 Introduction to Figure Drawing, 1 credit
(Meets MnTC Goal 6C)
Students will draw from a live model (both clothed and nude). The class will view and discuss works of art relevant to the figure, and be assessed on progress toward their individual figure drawing goals. A supply fee is required; additional costs may be incurred based on individual student need. See course notes for additional information. (CR-spr)

ART 1144 Watercolor I, 3 credits
(Meets MnTC Goal 6C)
The course is an introduction to the fundamental principles of watercolor, with an emphasis on the basic watercolor techniques. The class covers color theory, visual theory, and both traditional and experimental approaches to watercolor technique and imagery. Personal expression is an important aspect to this class in addition to the technical information. A supply fee is required; additional costs may be incurred based on individual student need; see course notes for additional information. Students should be prepared to spend 6-8 hours per week outside of class working on assignments in the on-campus art studios and facilities.

ART 1145 Watercolor II, 3 credits
(Meets MnTC Goal 6C)
Prerequisite: ART 1141, 1144, or 2241.
Watercolor II introduces the student to a more complex and developed approach to wet media. The course further develops the technical aspect of watercolor through rigorous and challenging assignments and the students learn to manipulate new materials as well. The class emphasizes process, color, style, personal imagery and conceptual ideas. Students will be required to buy additional supplies that are not covered by the course fee, see course notes or contact the instructor. Students should be prepared to spend between 6-8 hours per week outside of class working on assignments in the on-campus art studios and facilities.

ART 1150 Graphic Design I, 3 credits
(Meets MnTC Goal 6C)
Recommended skills: Basic computer skills or digital imaging helpful.

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

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Students are introduced to computer design through the current software programs. Students will learn the basic fundamentals of all relevant programs and the application of the software to design. The course will address image manipulation, page layout, font style, and printing options. Basic visual design principles are an important component of this course. Students will create dynamic and engaging designs that express an idea or mood. Students will be required to buy additional supplies that are not covered by the course fee, see course notes or contact the instructor. Students should be prepared to spend between 6-8 hours per week outside of class working on assignments in the on-campus art studios and facilities. (CR-fall)

ART 1151 Graphic Design II, 3 credits
Prerequisite: ART 1150.
Graphic Design II will provide students the opportunity to explore current graphic design software programs and concepts in depth. Students will apply the software creating advanced designs and images. The course will cover major visual design principles and how design influences the consumer market. A portfolio of work will be produced that reflects an in-depth understanding of design software and thematic images. Students will be required to buy additional supplies that are not covered by the course fee, see course notes or contact the instructor. Students should be prepared to spend between 6-8 hours per week outside of class working on assignments in the on-campus art studios and facilities.

ART 1155 Digital Photography I, 3 credits
(Meets MnTC Goal 6C)
Digital Photography I is designed to introduce students to the basic processes and techniques of working with digital photography. The course covers camera operation, shooting styles, image adjustments and corrections using image editing software, digital photo printing, photographic history, aesthetic understanding, and photography's social impact. Students will learn how to use photography as a creative tool for self-expression, social exploration and still documentation. This is a hands-on course. Additional supplies are also required and cost may vary according to the individual need. A digital single lens reflex (DSLR) camera is required. (CC- fall)

ART 1161 Sculpture I, 3 credits
(Meets MnTC Goal 6C)
Introduction to the basic sculpture techniques including additive/subtractive, assemblage, carving, modeling and casting. Students will explore 3-dimensional sculptural forms and structures. The course introduces students to a variety of styles from abstract to representational through historic examples. A supply fee is required, additional costs may be incurred based on individual student need. Students must be prepared to spend 6-8 hours per week in the Sculpture studio outside of class. (CR-fall & spr)

ART 1162 Sculpture II, 3 credits
(Meets MnTC Goal 6C) Prerequisite: ART 1161.
The course expands upon the sculptural techniques covered in Sculpture I. Students will approach sculpture in an experimental, creative manner and address advanced aesthetic ideas. The interests and direction explored in Sculpture I will be addressed and studied in greater depth and understanding. Students will begin to create their own personal style and pursue ideas and concepts of their own making. A course fee is required. Students will be required to buy additional supplies that are not covered by the course

fee, see course notes or contact the instructor. (CR-spr)

ART 1164 Pinhole Photography, 1 credit
The course will introduce students to the pinhole camera and creating photographs using handmade cameras and a pinhole lens. Students will make their own pinhole cameras, learn pinhole exposure methods and print photography. (CR-sum)

ART 1165 Photography I: Beginning Black & White Photography, 3 credits
(Meets MnTC Goal 6C)
Photo I introduces students to Black and White Silver Gelatin FILM photography. This is a darkroom course and covers camera operation, film types, shooting styles, film developing, photo printing, photography history, aesthetic understanding, social impact, and darkroom experience. The course includes a brief introduction to digital photography. Students will learn how to use photography as a creative tool for self-expression and social exploration. A course fee is required. Students will be required to buy additional supplies that are not covered by the course fee, see course notes or contact the instructor. A 35mm manual exposure FILM camera is required. Students should be prepared to spend 6-8 hours per week working in the darkroom outside of class. (CR-fall & spr)

ART 1166 Photography II, 3 credits
(Meets MnTC Goal 6C)
Prerequisite: ART 1165 or equivalent.
Expands upon the photography techniques covered in Photo I, and explores a variety of photo-based material and processes. In Photo II the student will learn double-exposures, Cyanotype, Van Dyke Brown and Liquid Light printing, Ortho- Kodalith negative developing, panning and stop-action shooting. In addition to these techniques, we will consider the photograph in an experimental and creative way, and address more advanced aesthetic ideas. Additional fee for lab supplies. Additional supplies are also required and cost may vary according to individual need. Requires a 35mm manual-option camera. (Lab course) (CR-fall & spr)

ART 1170 Digital Imaging I: Photoshop, 3 credits
(Meets MnTC Goal 6C)
Recommended Skills: Basic computer skills, Mac experience is helpful. Students are introduced to digital imaging as a creative tool for fine art. The course will explore both the creative and technical aspects of digital imaging, symbolism and visual content. The class will focus on using digital imaging as a creative tool in the visual arts. Students should be prepared to spend 6-8 hours per week outside of class working on assignments in the on-campus art studios and facilities.

ART 1171 Digital Imaging II, 3 credits
Prerequisite: ART 1170 or instructor approval.
Digital Imaging II explores beyond the technical aspects of digital software. Students will address aesthetic issues, visual language, content, and advanced formal concerns. The course allows students to create their own personal imagery in a digital media. The emphasis on content and creativity is the focus of the course. The class will introduce students to advanced imaging ideas, focus on style, symbolism and creating a body of work. Students should be prepared to spend 6-8 hours per week outside of class working on assignments in the on-campus art studios and facilities.

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ART 1172 New Media Design I, 3 credits
(Meets MnTC Goal 6C)

New Media Design I introduces students to interactive and digital/new media design. The course explores a variety of media starting with blog design/creation and interactive PDFs to introduce the concept of user interactivity. New Media Design I also includes an introduction to hand drawn and computer animation, Web coding (HTML and CSS), and website design and creation. Current industry standard software will be used to combine traditional forms of artistic expression and new media to create conceptual, functional, and engaging interactive projects for participation by a wide audience. Students will also be required to buy additional supplies; see course notes or contact the instructor. Students should be prepared to spend 6-8 hours per week outside of class working on assignments in the on- campus art studios and facilities. (CR-spr)

ART 1173 New Media Design II, 3 credits
Prerequisite: ART 1172.

New Media Design II explores interactive and digital/new media design through visual experience, traditional and experimental design projects, field trips and lectures. Interactive and New Media II focuses on animation and film/video production for the purpose of narrative storytelling and documentary projects. The course will cover the language of animation and aesthetic understanding of animated works, and students will create original animation content digitally and by hand. The course will also cover film/video language, aesthetic understanding of video, cinematography skills (camera angles, composition, light, movement), and video content editing. Basic introduction to audio design will be a component of project realization. Current industry standard software will be used to combine traditional forms of artistic expression and new media to create conceptual, functional, and engaging interactive projects. A course fee is required. Students will also be required to have their own digital video camera and to buy additional supplies not covered by the course fee; see course notes or contact the instructor. Students should be prepared to spend 6-8 hours per week outside of class working on assignments in the on-campus art studios and facilities.

ART 1175 Animation I, 3 credits

Animation I introduces students to contemporary animation art through visual experience, traditional and experimental animation projects, field trips and lectures. This course will cover the language of animation, aesthetic understanding of animated works, creating animated projects using several methods and software programs and presenting final project outcomes and presentations. Students will learn the basic fundamentals of animation by creating original content digitally and by hand. Basic intro to audio design will be a component of project realization. Students will create compelling and engaging short animation using a number of tools to express a concept or a story. Students will be required to buy additional supplies that are not covered by the course fee, see course notes or contact the instructor. Students should be prepared to spend between 6-8 hours per week outside of class working on assignments in the on-campus art studios and facilities.

ART 1241 Painting I, 3 credits
(Meets MnTC Goal 6C)
Recommended: ART 1141 or 1144

Introduces the student to oil painting technique and history. The course covers canvas preparation, basic color theory and visual theory, and approaches painting from both traditional realism and abstract imagery. Students study the style of several different artists and art movements and begin to develop their own painting style. Personal expression is an important aspect to this course in addition to the emphasis on technical learning and skill. Students will work in class and independently. (CR & CC fall; CR-spr)

ART 1242 Painting II, 3 credits
(Meets MnTC Goal 6C)
Prerequisite: ART 2241 or equivalent.

Painting II introduces the student to a more complex and developed approach to painting. The course further develops the technical aspect of painting through rigorous and challenging assignments. The student will learn to manipulate experimental materials in addition to traditional painting techniques. The class emphasizes process, color, style, personal imagery and conceptual ideas. Students will be required to buy additional supplies that are not covered by the course fee, see course notes or contact the instructor. Students should be prepared to spend 6-8 hours per week outside of class working on assignments in the on campus art studios and facilities. (CC-spr)

ART 1251 Ceramics: Beginning Wheel-Throwing, 3 credits
(Meets MnTC Goal 6C)

This course introduces students to hand-crafted ceramic art. The course covers the basic materials and techniques of ceramic art forming, methods of construction, forming on the potter's wheel, glazing and firing. The historic perspective, the contemporary expression using ceramic media, and discussion of ceramic issues are part of the class. A course fee is required. Students will be required to buy additional supplies that are not covered by the course fee, see course notes or contact the instructor. Students must be prepared to spend 6-8 hours per week in the ceramic studio outside of class. (CR-fall & spr)

ART 1252 Ceramics: Intermediate Wheel-Throwing, 3 credits
(Meets MnTC Goal 6C)
Prerequisite: ART 1251

This course expands the student's investigation of Pottery as an art form. The course provides students with the opportunity to broaden their knowledge and expertise of ceramics, develop style and form. Areas of study include intermediate methods of pottery construction, form and glaze. Students are introduced to clay formulation, kiln loading and firing techniques. They will continue to investigate historical and contemporary perspectives of ceramic issues. Students will need to buy additional supplies that are not covered by the course fee, see course notes or contact the instructor. Students must be prepared to spend 6-8 hours per week in the Ceramic studio outside of class.

ART 1271 Glass Fusing I, 3 credits

Introduction to the basic techniques used to create fused glass art. Students will make projects using a variety of kiln-forming techniques that emphasize experimentation and personal direction. A supply fee is required. Additional costs may be incurred based on individual student need. See course notes for additional information. Students should be prepared to spend 6-8 hours per week outside of class working on assignments in the on-campus art studios and facilities. (CR-spr)

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ART 1272 Glass Fusing II, 3 credits

Prerequisite: ART 1271.

An exploration of advanced techniques in fused and kiln-formed glass. Students will create glass sculpture that utilizes mold making, glass casting, sandblast etching, fusing and slumping. A supply fee is required. Additional costs may be incurred based on individual student need. See course notes for additional information. Students should be prepared to spend 6-8 hours per week outside of class working on assignments in the on-campus art studios and facilities. (CR-spr)

ART 1281 Ceramics: Beginning Handbuilding, 3 credits

(Meets MnTC Goal 6C)

Ceramics: Beginning Hand-Building introduces a variety of clay hand-forming and sculpting techniques. These techniques may include coil and slab construction, pinch modeling, glaze application, surface embellishment, carving and firing techniques. This course allows students to explore the expressive qualities of clay from a vessel form to object making. Students will be required to buy additional supplies that are not covered by the course fee, see course notes or contact the instructor. Students must be prepared to spend 6-8 hours per week in the ceramic studio outside of class. (CR-fall, spr)

ART 1282 Ceramics: Intermediate Handbuilding, 3 credits

Prerequisite: ART 1281.

An intermediate ceramics course that builds upon skills obtained in a beginning hand-building course. Students will make an in-depth study of contemporary hand- building methods and surface techniques using earthenware. The use of molds will be introduced and students will learn to glaze fire their work in the electric kiln. A course fee is required. Students will be required to buy additional supplies that are not covered by the course fee, see course notes or contact the instructor. Students must be prepared to spend 6-8 hours per week in the ceramic studio outside of class. (CR-spr)

ART 1290 Introduction to Print Making, 3 credits

(Meets MnTC Goal 6C)

Recommended: Art 1141

Introduction to the visual language of Print Making and the making of multiple images. Students will use relief and intaglio methods to do woodcuts, linoleum cuts, collographs, monoprints, drypoint in black and white and color ink. Students will be informed about all four major areas of print making: relief, intaglio, screen printing, and lithography. The history and development of print making will be integrated into projects, including a project linking the terminology of image-making digital software to its print making roots. The interconnections of print making to both two- and three-dimensional art will be explored. Students will be required to buy additional supplies that are not covered by the course fee; see course notes or contact the instructor. Students should be prepared to spend between 6-8 hours per week outside of class working on assignments in the on-campus art studios and facilities.

ART 2121 Stained Glass III, 3 credits

Prerequisite: ART 1121.

An exploration of advanced techniques in stained and fabricated glass. Students will create glass sculptural forms that utilize copper foil, Dalle de Verre, glass painting, and adhesive fabrication techniques. A supply fee is required. Additional costs may be incurred based on individual student need. See course notes for additional information. Students should be prepared to spend 6-8 hours per week outside of class working on assignments in the on-campus art studios and facilities.

ART 2131 Glass Blowing III, 3 credits

Prerequisite: ART 1131.

Expands upon the glass blowing techniques covered in Glass Blowing II. We will approach glass blowing in an experimental and creative way and introduce basic cold-working techniques. The purpose of this course is to teach the student to push the traditional boundaries of glass blowing, to work in series to create a cohesive body of work, and to explore the aesthetic challenges of glass as an artistic material. (CR-fall)

ART 2132 Glass Blowing IV, 3 credits

Prerequisite: ART 1131.

Expands upon the glass blowing techniques covered in Glass Blowing III. We will approach glass blowing in an experimental and creative way using both furnace and cold-working processes to address more advanced aesthetic ideas. The purpose of this course is to teach the student to push the traditional boundaries of glass blowing, to study in depth both furnace and cold-working concepts, and to create a series of work that explores glass as an artistic material. (CR-spr)

ART 2133 Glass Sculpture I, 3 credits

Prerequisite: ART 2132.

Expands upon glass blowing techniques covered in Glass Blowing IV. We will begin with a review of historical techniques and use them to help in defining an indiviual aesthetic and visual vocabulary. This course will focus on refining technical skills in both the hot and cold shop to create both traditional and innovative glass forms. A supply fee is required; additional costs may be incurred based on individual student need. See course notes for additional information. Students should be prepared to spend 6-8 hours per week outside of class working on assignments in the on- campus art studios and facilities.

ART 2134 Glass Sculpture II, 3 credits

Prerequisite: ART 2133.

Expands upon glass techniques covered in Glass Sculpture I. This course will focus on refining technical skills in both the hot and cold shop to create innovative glass forms. Students are expected to create a body of work that pushes beyond traditional concepts of the material. A supply fee is required; additional costs may be incurred based on individual student need. See course notes for additional information. Students should be prepared to spend 6-8 hours per week outside of class working on assignments in the on-campus art studios and facilities.

ART 2165 Digital Photography II, 3 credits

(Meets MnTC Goal 6C)

Prerequisite: ART 1165.

Digital photography introduces students to the processes and techniques of working with digital photography. The course covers camera menu options, color adjustments, color image editing software, digital photo printing, color filter application, photographic color theory. Students will learn about early digital photography, history, aesthetics and digital photography's social impact. The class explores digital photography as a creative tool

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for self-expression, social exploration and still documentation. Students will be required to buy additional supplies that are not covered by the course fee, see course notes or contact the instructor. This is a DIGITAL course and digital single lens reflex (DSLR) camera is required. Students should be prepared to spend 6-8 hours per week outside of class working on assignments in the on-campus art studios and facilities. (CR-spr)

ART 2167 Photography III Medium Format, 3 credits
Prerequisites: ART 1165 or ART 1166.
Photography III introduces the student to Medium Format Photography. Students will learn to shoot, process and medium Format black and white photographs. The course will cover various types of cameras that shoot medium format, including the Twin Lens and the Large Format 4x5 Camera. The formal and aesthetic concerns of creating photos in medium format will be emphasized throughout the class. A Medium Format camera is required. Students will be required to buy additional supplies that are not covered by the course fee, see course notes or contact the instructor. Students should be prepared to spend between 6-8 hours per week outside of class working on assignments in the on-campus art studios and facilities. (CR-sum odd years)

ART 2168 Photography IV, 3 credits
Prerequisite: ART 1165 & 1166 or 2167.
Photography IV provides an opportunity for advanced students to develop a body of work, prepare the work for exhibition, and assemble a mature portfolio of photographs. Students should be prepared to spend between 6-8 hours per week outside of class working on assignments in the on-campus art studios and facilities. (CR-spr)

ART 2200 Portfolio Seminar, 1 credit
Prerequisite: Must have registered for or completed all required AFA core coursework requirements, or by permission of instructor.
The student will be introduced to the professional practices required for success as an artist. Students will prepare a portfolio of work, produce a final exhibit, and write an artist statement regarding their work. This course is only for AFA students in their final semester who have, or will be completing all required AFA core requirements. (CR-spr)

ART 2253 Ceramics: Kiln-Firing, 3 credits
Prerequisite: Art 1252 or Art 1282.
Ceramics: Kiln-Firing is an investigation into the contemporary and historical firing methods of ceramics. Students will expand upon the methods of ceramic construction techniques covered in previous courses and focus on the expressive qualities of fire and clay. Students will need to buy additional supplies that are not covered by the course fee, see course notes or contact the instructor. Students must be prepared to spend 6-8 hours per week in the Ceramic studio outside of class. (CR-fall)

ART 2254 Ceramics: Glaze Formulation, 3 credits
Prerequisite: Art 1252 or Art 1282.
An exploration of ceramic glazes which focuses on the expressive qualities of clay and glaze combinations. Students will develop their own glaze formula. This course expands upon the ceramic construction techniques covered in previous courses. Students will need to buy additional supplies that are not covered by the course fee, see course notes or contact the

instructor. Students must be prepared to spend 6-8 hours per week in the ceramic studio outside of class. (CR-spr)

ART 2299 Independent Study, 1-3 credits
Prerequisite: Two courses in art successfully completed
Designed to offer the student the opportunity to do extensive reading or research on a specific topic in art.

Biology

BIOL 1100* Unifying Concepts in Biology, 4 credits
(Meets MnTC Goal 3)
Introductory course designed to teach the process of science as it applies to biology today. Topics in biology that will be covered include heredity, evolution and ecosystems. This course is not intended for science or allied health majors. (CR-fall & spr; online lec spr w/CR lab)
*This course is offered through ARCC's Concurrent Enrollment Program

BIOL 1102 Medical Terminology, 2 credits
Scientific terminology as it applies to human medicine and related professions. Interpretation and building a vocabulary of medical terms from Latin and Greek roots. (CR & online-fall & spr; online sum)

BIOL 1103* Environmental Science Lecture, 3 credits
(Meets MnTC Goals 3 & 10)
Introduction to the basic characteristics and dynamics of ecosystems. The effects of the increasing and changing human demands on our environment are explored. An optional one-credit laboratory is also offered. (CC-fall & spr; CR & online-fall, spr & sum)
*This course is offered through ARCC's Concurrent Enrollment Program

BIOL 1104* The Human Body–Structure & Function, 4 credits
(Meets MnTC Goal 3) Introductory survey of how the human body is constructed and how it operates. Areas of study include: human organization, support and movement, integration and coordination, maintenance of the body, body defenses, reproduction and development. Includes a human anatomy and physiology based lab-like experience. (CR & CC-fall & spr; online fall)
*This course is offered through ARCC's Concurrent Enrollment Program

BIOL 1106 Principles of Biology I, 4 credits
(Meets MnTC Goal 3)
Prequisite: CHEM 1020 or 1050 or 1061 or equivalent with a grade of "C" or better or HS Chemistry within the last three years.
Introduction to the science of biology. This course includes topics in the process of science, chemistry of life, metabolism, cell structure and processes, inheritance patterns, the molecular basis of inheritance, and evolution. (CR & CC-fall & spr; online sum)

BIOL 1107 Principles of Biology II, 4 credits
(Meets MnTC Goal 3)
Prerequisite: BIOL 1106 & a course in college chemistry.
Continuation of the introduction to the science of biology. This course includes topics in the molecular basis of inheritance; evolutionary origins of life's diversity; the diversity of protista, fungi, plants and animals; and basic concepts in ecology. (CR-fall & spr)

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BIOL 1108 Biology of Women, 3 credits

(Meets MnTC Goals 3 & 7) (Cross-listed as WOST 1108)

Study of the biological aspects of being a woman. Analysis of assumptions concerning women's biology and women's health care including importance of taking a responsible role in personal health care. Explores female and male reproductive anatomy and physiology, sexual development, issues related to women's health and disease, pregnancy and birth, contraception and infertility, menopause, and other topics. Includes a reproductive anatomy and physiology- based lab-like experience. Open to both women and men. (CR-fall & spr)

BIOL 1110 Field Biology, 3 credits

(Meets MnTC Goal 3C & 9)

Introduction to identification of native plants and animals. Emphasis is placed on ecological relationships. Local and regional field trips are conducted to study forest, grassland and aquatic ecosystems. Course will be taught with one of four different rotating themes.
(CR-fall & spr)

BIOL 1133* Environmental Science Lab, 1 credit

(Meets MnTC Goal 3) (Formerly BIOL 1103 L)

Prerequisite: BIOL 1103 lecture or concurrent enrollment.

Investigative, problem-solving lab extension of the topics covered in BIOL 1103 lecture. Investigations include field studies, experiments, and analyzing and reporting outcomes. This course can be used with BIOL 1103 lecture to satisfy a general education lab course requirement. Recommended Skills, Abilities, or Coursework: College level Mathematics, Reading and Writing. (CC & CR-fall & spr; online fall, spr & sum)

*This course is offered through ARCC's Concurrent Enrollment Program

BIOL 1171 Seminar in the Biological Sciences, 3 credits

(Meets MnTC Goals 2 & 3) (Cross-listed as NATS 1171)

Designed to focus on the annual Nobel Conference theme explored at Gustavus Adolphus College. Presenters are internationally recognized to be on the cutting edge of their respective biological science disciplines. Attendance of the conference is required. Five to six weeks are preparatory, and following the conference a discussion-seminar format is used to further explore the conference theme. In a lab- like experience, students will do extensive reading and perform a library research project where results are reported in class. (CC-fall)

BIOL 2113 Human Anatomy & Physiology I, 4 credits

(Meets MnTC Goal 3)

Prerequisite: BIOL 1106

Intensive, detailed study of body structure and function utilizing principles of chemistry, biochemistry, anatomy and physiology. Includes the following topics: introduction to anatomy and physiology, tissues, integument system, skeletal system, articulations, muscular system, nervous system, special senses, and endocrine system. Laboratory work will include limited animal dissection. (CC & CR-fall & spr; CR-sum; online lec w/ CR lab fall & spr)

BIOL 2114 Human Anatomy & Physiology II, 4 credits

(Meets MnTC Goal 3)

Prerequisite: BIOL 2113.

Intensive, detailed study of body structure and function utilizing principles of chemistry, biochemistry, anatomy and physiology. Includes the following topics: cardiovascular system, lymphatic system, nonspecific defense and immunity, respiratory system, digestive system, urinary system, fluid/electrolyte and acid/base balance, and reproductive system. Laboratory work will include limited animal dissection. (CC & CR-fall & spr; CR sum; online lec w/CR lab fall, spr & sum)

BIOL 2201 Microbiology, 4 credits

(Meets MnTC Goal 3)

Prerequisite: BIOL 1106.

Study of general microbiology including bacteriology, virology, parasitology, and mycology. The course covers aspects of microbial ecology and epidemiology, including host-pathogen interactions and environmental influences on growth and reproduction. The course emphasis is on bacteria: principles of control and culture, genetics and metabolic processes, and microbiological techniques. (CC & CR-fall, spr & sum)

BIOL 2202 Genetics, 4 credits

(Meets MnTC Goal 3)

Prerequisite: BIOL 1106.

Study of the storage, transfer and expression of hereditary information. Topics covered include transmission, molecular, and population genetics. (CR-fall)

BIOL 2206 Animal Biology, 4 credits

(Meets MnTC Goal 3C)

Prerequisite: BIOL 1106.

Survey of the major animal phyla and how they solve the central physiological problems necessary for life. (CR-spr alternating years)

BIOL 2207 Plant Biology, 4 credits

(Meets MnTC Goal 3)

Prerequisites: BIOL 1106.

Introduction to plants including structure, function, growth, development, and reproduction. Laboratory includes a survey of major plant groups. (CR-spr alternating years)

BIOL 2208 Cell Biology, 4 credits

(Meets MnTC Goal 3)

Prerequisite: BIOL 1106.

Introduction to the fundamental molecular mechanisms that control cellular function. The course will focus on major aspects of cell biology including intracellular trafficking of proteins and membranes, cell signaling, the cytoskeleton, cell adhesion, cell cycle, stem cells and the role of oncogenes and tumor suppressor genes in cancer. (CR-spr alternating years)

BIOL 2209 General Ecology, 4 credits

(Meets MnTC Goal 3)

Prerequisites: BIOL 1106 & MATH 1110 or 1200.

Fundamental principles of ecology, including examining interrelationships of plants and animals with their environment. Course will consider principles of multiple ecological scales, including organismal, population, community, ecosystem, and global ecology. BIOL 1107 is recommended. (CR-fall alternating years)

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BIOL 2229 Independent Summer Research, 3 credits
Prerequisites: BIOL 1106 & one other BIOL course & instructor permission.
The Independent Research Summer Program (IRSP) is a multidisciplinary initiative that includes opportunities for research studies in molecular and cellular biology, genetics, developmental biology, microbiology, ecology, plant sciences, among other fields. It consists of 1 week of research literature training and an orientation conducted and supervised by ARCC faculty and 10 weeks of laboratory or field research under the guidance of a University of Minnesota faculty mentor from one of the above bioscience disciplines. Students earn three semester credits upon successful completion of their research project assessed by an oral and/or written presentation of research project.

BIOL 2230 Directed Research in Biology, 1-6 credits
Prerequisites: Instructor permission.
Advanced concepts in biology applied to real-life research problems. Under faculty direction, students will learn to analyze research problems, analyze data, and will use equipment and procedures typical of laboratory or field research in order to help address ongoing research problems. Specific topics will vary from semester to semester. Students will be expected to present their research orally or in writing. Students may take the class more than once. Recommended Skills, Abilities, or Coursework: CollegelevelM athematics,ReadingandWriting.BIOL1100orBIOL 1106 recommended.

BIOL 2299 Independent Study, 1-3 credits
Prerequisite: Two courses in biology successfully completed.
Designed to offer students the opportunity to do extensive reading or research on a specific topic in biology.

Biomedical Technology

BMED 1100* Introduction to Biomedical Devices & Industry, 2 credits
This course gives the student a general understanding of the biomedical device industry in terms of its size and scope, current trends, and the wide range of products involved with emphasis on biomedical companies in Minnesota. The course will also give the student an overview of the development of a medical device from initial conception through development, testing, validation, manufacture, clinical trials and final approval by regulatory agencies. Two Saturday field trips. (CR-fall)
*This course is offered through ARCC's Concurrent Enrollment Program

BMED 2100* Design & Manufacturing in the Medical Device Industry, 3 credits
This course provides an introduction to the design and manufacturing of medical devices with special focus on the unique design manufacturing challenges that are necessary to achieve World Class Manufacturing (WCM) excellence. The course describes the fundamental systems used in the design, development, and manufacturing of medical devices and how these relate to industry regulations. Specific topics include: material and process selection considerations, aseptic processes, clean-room techniques, sterilization processes, clinical testing, lot traceability, introduction to automation and control systems, testing and instrumentation lab and manufacturing controls. (CR-fall)
*This course is offered through ARCC's Concurrent Enrollment Program

BMED 2200 Introduction to Medical Device Regulations & Ethics, 3 credits
This course introduces students to certification standards and the agencies involved in the regulatory processes specific to the medical industry. Topics include FDA regulations, international regulations, quality certification processes, and related ethical considerations. Three lecture hours per week. BMED 1100 is strongly recommended as a first class for those with no previous biomedical device industry experience. (CR-spr)

BMED 2297 Capstone Experience and Seminar, 4 credits
Recommended Skills, Abilities, or Coursework: BMED 1100, BMED 2100, BMED 2200
This course provides a supervised, practical, industry-based learning experience in a setting consistent with the student's program goals in which the student develops professional skills through work experience. Students are expected to complete a Technical Skills Assessment of the instructor's choice prior to completion of this course.

BMED 2300 Introduction to Quality Assurance, 3 credits
This course will provide students with an in-depth understanding of the role quality plays in an industrial environment regulated by the Food and Drug Administration (FDA). The course will cover the responsibilities of quality assurance during the engineering, manufacturing, and production of a product. Topics will include management responsibilities, design control, production and process controls, continuous improvement, and methods and tools used to support quality assurance. The ISO standards, the regulatory requirements mandated by the FDA, and the European Medical Devices Directive (MDD), are also covered. (CR-fall)

BMED 2310 Risk Management & Assessment for Medical Devices, 3 credits
Recommended Skills, Abilities, or Coursework: BMED 2300.
This course provides the students with an in-depth understanding of the principles and techniques of identifying, evaluating, and controlling risks associated with the development and production of medical devices. This course will cover risk management planning, risk analysis process, and risk management reporting. Topics will include the relationship between regulatory requirements and risk management, tools for hazard identification, methods for the mitigation of risks, and approaches for analyzing risk verses benefit. (CR-spr)

BMED 2320 Quality Management for Medical Devices 3 credits
Recommended Skills, Abilities, or Coursework: BMED 2300.
This course defines the role of quality also referred to as performance excellence in a business environment, as it is applied within the Medical Device industry in relation to ISO 13485 and FDA Quality System Regulations. Topics include the use of quality management techniques and quality philosophies, organization and process development for quality, techniques used in process design and improvement, approaches used in continuous improvement, methods used to control quality. The course includes organizational design and leadership concepts in achieving quality services and products. (CR-sum)

BMED 2400 Introduction to Clinical Research, 3 credits
Prerequisite: MATH 1110, or equivalent, or concurrent enrollment.

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

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This course will provide the foundation for understanding the research process and its application to clinical trials in the biomedical industry. Topics include the role of the clinical research professional, the process of designing, implementing, managing and reporting a clinical study, and ethical issues related to clinical research. (CR-spr)

BMED 2500 Introduction to Documentation/Configuration Management, 3 credits
This course is directed to individuals and/or teams interested in establishing and managing documentation and related systems in the area of medical device manufacturing. The curriculum introduces students to the fundamentals of governmental requirements that impact medical device documentation, the benefits and elements of a documented configuration management system, and the details to establish related systems, policies, procedures and tools. Recommended Skills, Abilities, or Coursework: BMED 2200. (CR-fall)

BMED 2510 Database Management for the Medical Device Industry, 3 credits
Prerequisites: BUS 1119 or equivalent.
This course is designed for students interested in a career in database management, a field with responsibilities for organizing data from many sources, assuring data integrity, and helping to design systems and software to run on those systems. The course covers Database Management using Microsoft Access, programming languages, life cycles, validation, compliance, security, backup and archive, ethics and privacy, regulations and regulators. Coursework includes database model comparisons, vendor demonstrations, setting up your own company's validation procedures, security model, and code of ethics. (CR-sum)

BMED 2520 Technical Writing for Regulated Industries 3 credits
Prerequisites: Grade of C or better in ENGL 0950 or achievement of recommended score on English placement assessment.
This course will provide instruction in the rhetorical principles and strategies of technical writing as they apply to documentation in regulated industries. The course will emphasize technical writing for documents used in regulatory-compliant electronic or hybrid systems. (CR-spr)

BMED 2584 Pharmacology for Nurses & Related Health Professionals, 2 credits
(Cross-listed with NURS 2584.)
Prerequisites: Enrollment in the Clinical Research Certificate program or instructor consent.
This course introduces the health professional student to the principles underlying pharmacology. A framework for approaching the study of pharmacotherapeutics will be developed including pharmaceutical research and regulation, major classifications and clinical management.

BMED 2600 Fundamentals of Dimensional Metrology, 2 credits
All things manufactured need to be measured. Metrology is the science of measurement and is used to determine if a part meets its required form, fit or function. This course is designed to train students on metrology equipment used in industry to measure the physical size or distance from any given object. Both English (inch) and Metric (cm) systems of measurement will be used in measuring practices. Completing this course will enhance the learner's ability to gain employment in a manufacturing/machining/medical facility area and/or increase their chances of advancement in Quality Assurance related roles. (CR-fall)

Business

BUS 1101 Introduction to Business, 3 credits
An introductory study of the functional areas of business to help students realize the integral role business plays in the economy and our lifestyles. Topics include the major elements in the business environment, forms of business ownership, competition in the domestic and international market, management of human and financial resources, marketing, business technology and information management, accounting, and business and personal finance. (CC-fall; CR & Online-fall & spr; online-sum)

BUS 1102 Business Writing Essentials, 1 credit
Are grammar, spelling, and word usage errors putting barriers between your ideas and your readers? Using a hands-on, practical approach, this course reviews grammar, punctuation, and word usage. Learn how to find and correct errors so that your documents make a favorable impression on readers. (Online-fall, spr, & sum)

BUS 1103 Human Relations in the Workplace, 3 credits
Focuses on the importance of personal and group interrelationships within an organization. Topics covered are the communication process, customer service, diversity, equal opportunity, workplace bias, group leadership and the psychological aspects of group dynamics. (CC-fall, CR-fall, spr; online-fall, spr & sum)

BUS 1104 Written Business Communication, 3 credits
This course focuses on applying direct, indirect, and persuasive writing styles to communicate within and between business organizations. Students apply business writing principles to the creation of electronic messages, memos, letters, proposals, employment documents, and business reports. Emphasis placed on using critical- thinking skills to analyze and solve business problems. (CR-fall, spr; CC-spr; online-fall, spr & sum)

BUS 1105 Individual/Corporate Income Tax, 3 credits
This is an introductory course in individual and corporate income tax. The course takes a rules-oriented approach to income tax and covers the preparation of tax returns as well. Topics include gross income and exclusions, business income and expenses, itemized deductions, credits and special taxes, capital gains and losses, withholding and payroll taxes, and basic partnership and corporate tax returns. (Online-fall)

BUS 1108 Business Math, 3 credits
Discussion and application of essential information and mathematical procedures used in accounting, office and clerical work, marketing and finance. Topics include development of principles and operations applicable to buying and selling goods, payroll, insurance, mathematics of ownership (partnerships and corporations), simple interest and discounts, sinking funds and amortization of loans, compound interest and discounts, consumer credit, and inventory valuation. (CC-fall even years; online-fall & spr)

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

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BUS 1112 Computer Concepts & Applications, 3 credits

This computer literacy course focuses on computer technology concepts and software applications useful for work, school, and home offices. Concepts include computer hardware and software, effective Web searching, security, ethics, privacy, trends, and other issues in computing. Students will complete work in Microsoft Windows and the Microsoft Office applications including Word, Excel, Access, and PowerPoint. Approximately half of the course emphasis is on computer concepts and half of the course emphasis is on the use of computer applications. (CC & CR-fall, spr; online-fall, spr & sum)

BUS 1113 Computer Applications II: Integrated Projects, 3 credits

This course is designed for individuals who have experience with word processing, spreadsheet, database, and presentation graphic software. Students will further develop their software skills and complete integrated projects. In the integrated projects, students will need to determine which software programs are needed to create specific parts of project documents, and then create their software solutions.

BUS 1115 Internet Essentials, 1 credit

Introductory course to using the Internet and World Wide Web to find information, communicate with others, and conduct business activities. Students use real-world exercises to apply concepts to their personal and professional lives. Students should check the current course schedule for required software. (Online-spr)

BUS 1118 Presentations Using Microsoft PowerPoint, 2 credits

Comprehensive instruction in using Microsoft PowerPoint to prepare presentations. Emphasis is placed on graphic design principles, readability, and integration with other Microsoft Office applications. (Online-fall even years)

BUS 1119 Database Management Using Microsoft Access, 3 credits

Microsoft Access is used in this course to design and create databases. Topics include creating tables, queries, query wizards, action queries, forms, and reports. Macros, visual basic for applications programming, creation of dialog boxes, import and export operations with Access, and designing the user interface with navigation forms are also introduced. (Online-fall)

BUS 1120 Speaking Confidently at Work, 3 credits

Recommended Skills, Abilities, or Coursework: Familiar with Microsoft Word and PowerPoint or equivalent software.

Employers rate the ability to communicate effectively on the job as one of the two most important skills an employee can possess. This class focuses on developing the ability to communicate well, orally, in common workplace situations such as meetings and job interviews. Students will gain confidence through instruction and practice in conversing, sharing ideas, giving feedback, making recommendations, and presenting information to managers, co-workers and other professionals. (CR-spr)

BUS 1122 Business Ethics & Social Issues, 3 credits

Introduction to the social problems facing American business with an emphasis on the growing responsibilities of the business person to society. Students will examine ethical dilemmas objectively, and apply reasoned judgment to their resolution using a critical-thinking process. Topics will focus on major issues currently affecting business owners, managers, employees, and communities. (CR-spr; Online-fall, & spr)

BUS 1125 Financial Accounting, 4 credits

This course covers financial accounting concepts from a user perspective and will focus on the application of these concepts in real-world environments. Topics include applying Generally Accepted Accounting Principles to record transactions and prepare financial statements, financial statement analysis, and annual reports. Recommended Skills, Abilities, or Coursework: It is recommended to pair BUS 1125 and BUS 1130. BUS 1130 applies and reinforces many of the concepts in BUS 1125. (CR-fall & spr; CC-fall; Online-fall, spr & sum)

BUS 1130 Accounting Fundamentals, 1 credit

This course is designed primarily as a supplement to BUS 1125-Financial Accounting though it may be taken as a stand-alone course. GAAP (generally accepted accounting principles) will be applied to the recording and reporting of transactions, with emphasis on end-of-the-period procedures (including adjusting and closing entries and financial statement preparation and analysis), accounting for merchandise operations under a perpetual inventory system, and inventory cost flow methods. Recommended Skills, Abilities, or Coursework: It is recommended that BUS 1125, BUS 1130, and BUS 1140 be taken concurrently or that you have accounting experience or knowledge. (Online-fall, spr & sum)

BUS 1134 Computerized Accounting, 2 credits

Prerequisite: BUS 1130 or BUS 1125 or the consent of the instructor.

Hands-on course studying theory and how to use integrated computerized accounting systems. Integrated modules include those commonly found in computerized environments: general, payroll, sales, receivables, payables, purchases, and financial statement analysis. A current business software package such as PeachTree or QuickBooks is used in this course. (Online-spr)

BUS 1135 Payroll Accounting, 2 credits

Prerequisite: BUS 1125 or 1130 or the consent of the instructor.

This course is designed to make the student aware of the need for payroll and personnel records and to understand the various methods of computing wages and salaries, computing deductions, maintaining payroll records, and preparing government reports related to payroll. Student is introduced to computer software used to process payroll information. (Online-spr)

BUS 1140 Applied Accounting, 1 credit

Prerequisite: Bus 1112 & 1125.

This course enhances and expands the student's understanding of the recording, reporting, and analysis of accounting information through the utilization of general ledger and spreadsheet software. Students will use general ledger software to record transactions including purchase and sales orders, invoicing and cash receipts, and receipt of inventory and cash payment, and to prepare basic reports. Students will use basic Excel skills in problem solving. Accounting topics include T- accounts, journal entries, trial balance, balance sheet, income statement, bank reconciliation, purchase and sale of inventory, inventory valuation, depreciation, bond amortization, ratio analysis, and statement of cash flows. (Online-fall, spr & sum)

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

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BUS 1143 Decision Making Using Excel, 3 credits
This comprehensive course focuses on using Microsoft Excel to design spreadsheets that organize, manage, and provide analysis on personal or organizational data. Students will use problem-solving and critical thinking skills to make decisions based on Excel spreadsheets. This course covers basic to advanced features in Microsoft Excel including: creating, editing, and formatting worksheets and workbooks; constructing formulas and using functions; charting data; creating Excel tables, PivotTables, Pivot-Charts; conducting what-if analysis; importing data from external sources and working with other programs; and running macros. (Online-fall)

BUS 1145 Customer Service, 3 credits
Customer Service, or lack of it, is one of the most important topics in business today. Quality customer service is now expected, no matter what type of business/service you are involved in. Students will learn a usable process for developing the skills, attitudes and thinking patterns needed to win customer satisfaction and loyalty. This course will examine the importance of customer service, understanding consumer behavior, techniques for handling difficult customers, time management, enhancing customer loyalty and creating long-term value for the customer and business. (Online-fall & spr)

BUS 1148 Promotional Tactics for Small Business 1 credit
This courses focuses on the examination, critique and creation of successful promotional tactics and campaigns useful to a small business. Print and broadcast medias will be explored with special emphasis placed on effective Web-based strategies. Students will develop a promotional plan appropriate to a small business environment.

BUS 1149 Professional Selling, 3 credits
Introduction to effective sales methods and career opportunities in typical sales fields. Each student will participate in a sales demonstration using the selling methods learned. Topics include steps of selling, closing techniques, follow-up and marketing techniques. Relationship selling is discussed. (Online-fall)

BUS 1153 Beginning Keyboarding, 2 credits
This course develops alphabetic and numeric keyboarding skills and includes formatting basic business documents using a word processing program. The course is intended for persons who want to improve their keyboarding skills or have no prior keyboarding experience. Online-fall & spr)

BUS 1154 Advanced Keyboarding, 3 credits
This course continues to develop and enhance keyboarding speed and accuracy. Skills in formatting, editing, and proofreading of business documents are also covered. The Gregg Reference Manual is used to develop skills in grammar, usage and styles.

BUS 1155 Word Processing Using Microsoft Word, 3 credits
Comprehensive instruction for using Word Processing Using Microsoft Word software. Topics include: editing and formatting a document, track changes, spelling and grammar checking, thesaurus, styles, themes, tables, columns, merging, macros, graphics, and document design principles. (Online-spr)

BUS 1159 Word Processing Essentials, 1 credit
Introductory hands-on word processing course that helps improve your skills in creating, formatting, editing, saving, and printing documents. Students should check the current course schedule for required software. (Online-fall)

BUS 1174 Office Systems, 3 credits
Study of office principles, procedures, and systems. Topics include travel, telephone use, meeting preparation, mail management, selection of office supplies, priority- setting, file management and records, stress and time management, reprographics, ethics, and decision-making. (Online-fall in odd years)

BUS 1180 Developing Web Pages, 3 credits
Students enrolling in this course should have previous computer experience including a basic familiarity with computer functions and applications. This course includes the development and authoring of business web pages. Topics include an introduction to HTML and CSS for designers and techniques for creating responsive websites that adapt to different devices. Students will work with a popular web-development program and publish files to a server. (Online-fall & spr)

BUS 1221 Supervision, 3 credits
Focuses upon making effective work-related decisions at the first-line management level. Problem solving, workplace communication, leadership, team building, quality control, hiring, performance appraisal and an exploration of contemporary supervisory issues are some of the major topics featured in this course. (Online-fall, spr & sum)

BUS 2010 Introduction to Human Resources, 3 credits
This course addresses the key concepts, common practices, major roles and functions associated with the discipline of Human Resource Management. Students will analyze the role of human resource management in contributing to an organization's strategic objectives. Major topics include job analysis and evaluation, recruitment and selection, compensation, training and development, labor relations, occupational health and safety and other associated activities. (CR-fall; Online-spr)

BUS 2015 Benefits & Compensation, 3 credits
This course addresses the key concepts, common practices, major roles and functions associated with the discipline of Human Resource Management. Students will analyze the role of human resource management in contributing to an organization's strategic objectives. Major topics include job analysis and evaluation, recruitment and selection, compensation, training and development, labor relations, occupational health and safety and other associated activities. (Online-fall in odd years)

BUS 2020 Employee Training & Development, 3 credits
This course clarifies the role of training and development in Human Resource Management. Students will be given an opportunity to plan and execute a training program – including needs assessment, evaluating trainee learning styles, costing, selecting delivery alternatives, motivating trainees, and conducting program evaluations. (Online-spr in odd years)

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

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BUS 2025 Labor Relations, 3 credits
This course provides an overview of the labor relations and collective bargaining systems. Students will gain an understanding of the why employees join labor unions, how labor unions function in the workplace and how employers respond to and are affected by labor unions. A balanced perspective will be obtained through the identification and analysis of contemporary labor issues. (Online-fall in even years)

BUS 2030 Human Resources Information Systems, 2 credits
With the emergence of the Enterprise Resource Planning System (ERPS) that integrates various business modules within the company's information database, Human Resource Information Systems (HRIS) has become a crucial focus for Human Resource professionals. Students will learn basic concepts, terminology, functions and outputs necessary to secure, maintain and utilize human resource data in operations and strategic planning. (Online-spr in odd years)

BUS 2126 Managerial Accounting, 4 credits
Prerequisite: BUS 1112 & BUS 1125.
This course focuses on understanding costs in order to aid managers in planning, controlling, and making financial decisions. Topics include cost concepts, job-order costing, cost- volume- profit analysis, variable costing, activity-based costing, profit planning (budgeting), standard cost variances, segment performance measurement, differential analysis, and capital budgeting. (CR-spr; CC-spr even years; Online-fall, spr & sum)

BUS 2141 Personal Finance, 3 credits
The basics of proper money management for personal and family lives. Topics include budgeting, insurance, tax planning, investment, selecting financial advisors, estate planning, consumer credit and current trends in financial services. (CR-spr, Online-fall, spr & sum)

BUS 2142 Principles of Marketing, 4 credits
Application of basic concepts and strategies to the effective marketing of goods and services. Current global trends and their impact on domestic and worldwide competition are analyzed. Emphasis is placed on the application of a critical-thinking process to the development of a strategic-marketing plan. Topics include basic marketing concepts, competitive analysis, market research, target marketing, and development of customer-based strategies affecting product, price, promotion, and distribution. (CC-spr even years; CR-fall & spr; Online-fall, spr & sum)

BUS 2144 Principles of Advertising, 3 credits
This is a survey course in the principles and activities generally grouped as advertising. The course identifies advertising as a marketing activity and includes awareness and analysis of the primary media and techniques used to identify, inform and persuade target populations. Typical institutions and occupational opportunities are also explored, as well as topical social comments appropriate to advertising. (Online-fall-even years)

BUS 2205 Business Interviewing Techniques, 1 credit
Interviewing for employment allows the student to develop communication plans that fit a variety of interview situations. The course is for those seeking initial employment, or considering a job change. Topics include job search, job entry interviews, job interview etiquette, cover letters and resumes.

BUS 2215 Legal Environment of Business, 3 credits
This course provides an in-depth focus of law as it relates to the business environment. Areas of study include Employment Law, Business Ethics, Employee Discrimination, Labor Law, Product Liability, Environmental Regulation, and International Law. (CR-fall & spr; CC-spr odd years; online-fall, spr & sum)

BUS 2217 Employment Law for Business, 3 credits
This course provides an overview of employment law and how it applies in the workplace. It focuses on legal issues involving the employment relationship, employment discrimination, and regulation of the employment environment in the context of case law and federal and state legislation. The course content covers issues relating to equal employment, wrongful discharge, discrimination, harassment and regulatory processes and their application to effective workplace management. (Online-spr)

BUS 2226 Accounting Internship & Seminar, 3 credits
Prerequisite: Approval of Accounting Internship Coordinator.
Students earn credits for supervised work experience in accounting positions. They attend seminars and complete projects related to their internship. (Online-spr)

BUS 2227 Management/Marketing Internship & Seminar, 3 credits
Prerequisite: Approval of Business Management & Marketing Internship Coordinator.
Students earn credits for supervised work experience in management or marketing positions. They attend seminars and complete projects related to their internship. Internship is taken at the end of the course of study. (Online-spr)

**BUS 2228 Office Technology Internship & Seminar
3 credits**
The internship is intended for students who are in the AAS Office Technology program. Students earn credits for supervised work experience in office technology positions. They attend seminars and complete projects related to their internship. Internship is taken at the end of the course of study. (Online-spr)

BUS 2233 Intermediate Accounting, 4 credits
Prerequisite: Business 1112 & 1125 with a grade of C or better.
This course adds depth to financial accounting topics by applying Generally Accepted Accounting Principles (GAAP) and the Conceptual Framework (CF) to measure, recognize, and report complex financial information using a variety of methods. Topics include GAAP, the CF for accounting, income statement, balance sheet, statement of cash flows, time value of money, and accounting for: cash and receivables, inventories, property/plant/equipment acquisition, depreciation, impairment, intangible assets, current and long-term liabilities, and stockholders' equity. (Online-spr)

BUS 2240 Introduction to International Business 3 credits
Introduction to the essentials of international business and the environmental forces that have an impact on it. Topics include the economic, cultural, legal and political environments and the international management, marketing, finance, exporting and importing functions. An in-depth study of doing business in a specific country is required. (Online-fall & spr)

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

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BUS 2242 Principles of Retailing, 3 credits

Prerequisite: BUS 1101.

Study of retailing as it is conducted in both this country and internationally. Topics include aspects of store location, layout and design, retail management, retail buying, assortment planning, customer service, consumer behavior, store organization and legal issues. (Online-spr)

BUS 2244 Principles of Management, 4 credits

Principles of Management examines the historical and philosophical foundations of management as well as current theory and practices. Managerial decisions as a planner, organizer, motivator/leader and controller of a diverse workforce in a competitive environment are identified and evaluated within a critical thinking framework. (CR-spr; CC-spr odd years; Online-fall, spr & sum)

BUS 2247 E-Commerce–Starting a Web-Based Business, 3 credits

The course focuses on the concepts, tools and approaches for successful e-commerce and the necessary steps involved in starting a Web-based business. Topics include web design, imaging, necessary infrastructures, search engines, marketing, security, electronic wholesaling and retailing.

BUS 2250 Entrepreneurship, 3 credits

This course examines the challenges of and procedures for starting a viable and sustainable new enterprise. Topics include: characteristics of entrepreneurs; the identification and evaluation of new venture opportunities; resource identification and utilization; the development of appropriate strategies and the successful planning, implementation and launch of a new business venture.

BUS 2265 Administrative Office Management 3 credits

Development of office management skills for effective use of people, technology, systems, equipment, and space. Topics include human resources management, productivity and work simplification, forms and records management, ergonomic office design, office manuals, quality improvement, and budgeting. (Online-spr in odd years)

BUS 2280 Engagements & Internal Controls, 3 credits

Prerequisites: BUS 1125.

Students will learn how to design and perform compilation and review engagements and understand basic audit concepts and procedures. Other topics include: the integration of internal accounting controls into the accounting system, requirements of Sarbanes-Oxley (SOX) legislation, and how internal controls and SOX affect compilation, review, and audit engagements. Recommended Skills, Abilities, or Coursework: Financial Statement Preparation & Analysis experience is recommended.

BUS 2284 RAP Exam Review, 3 credits

Recommended Skills, Abilities, or Coursework: Bus 1125, 2126, 1105 and 2280; or a minimum of an associate degree or diploma in accounting from an accredited college or university or an equivalent education.

This course provides a comprehensive review and enhancement of accounting and business topics for career readiness and to prepare for the Registered Accounting Practitioner (RAP) exam. Topics include the financial accounting cycle, cost-volume-profit, department analysis, time value of money, capital budgeting, investment evaluation, professional codes of ethics, standards for accounting and review, property law, contract law, uniform commercial code, taxation (individuals, sole proprietors, partnerships, S corporations and corporations), employee benefits, audit, compilation and review engagements, and internal controls including Sarbanes Oxley implications. Recommended Skills, Abilities, or Coursework: Bus 1125, 2126, 1105 and 2280; or a minimum of an associate degree or diploma in accounting from an accredited college or university or an equivalent education.

BUS 2299 Independent Study, 1-3 credits

Prerequisite: Successful completion of two business courses.

Designed to offer students an opportunity to do extensive reading or research and report on a specific topic in business.

Career Orientation

CAOR 1100 Career Development Workshop, 1 credit

This course is designed to help students explore possible career options. The goal is directed at expanding awareness of self and the world of work in order to make deliberate career choices throughout one's lifetime. The course will help students identify their interests, needs and skills in order to recognize the many components that go into making career decisions.

CAOR 1102 Career Development, 2 credits

This course is designed to help students learn skills that will enable them to make satisfying career decisions. The goal is directed at expanding awareness of self and the world of work in order to make deliberate career choices throughout one's lifetime. The course will help students assess their interests, needs and abilities in order to recognize the many components that go into making career decisions.   (CR-fall, spr & sum; online-fall, spr & sum)

CAOR 2297 Career Internships & Field Experience, 2-6 credits

Prerequisite: Permission of instructor.

Recommended Skills, Abilities, or Coursework: 12 semester credits with a grade of C or better and completion of English 1121.

Students participate in a supervised learning experience in a wide variety of community-based or work settings. Participation must be arranged with the Coordinator of Career Services prior to registration. Each registration must include a 1-credit seminar and 45 hours of supervised work experience for every additional registered credit.

Chemistry

CHEM 1020* Interpretive Chemistry, 4 credits

(Meets MnTC Goal 3)

Prerequisite: MATH 0240, or a score of 41 or higher on the Elementary Algebra portion of the Accuplacer test, or equivalent.

Introductory course emphasizing elementary principles and applications intended for non-science and allied health majors. Topics include matter, measurement, atomic theory, bonding theory, nomenclature, organic chemistry, stoichiometry and the mole concept, reactions, liquids and solids, solutions, and acid-base chemistry.

*This course is offered through ARCC's Concurrent Enrollment Program.

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

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CHEM 1050 Fundamentals of General, Organic, & Biological Chemistry-LEC/LAB, 3 credits

(Meets MnTC Goal 3)

Prerequisite: MATH 0240 with a grade of C or better, or the appropriate score on math placement test or equivalent.

Introductory course in chemistry emphasizing the impact of chemistry in societal issues intended for non-science and allied health majors and preparation for the Principles of Chemistry sequence. Topics include nuclear chemistry, energy, environmental chemistry, atomic and molecular structure, states of matter, conversions, stoichiometry, acid-base chemistry, organic chemistry, and biochemistry. (CR-fall, spr & sum; CC-spr; online lec w/CR lab-sum)

CHEM 1061* Principles of Chemistry I, 4 credits

(Meets MnTC Goal 2 & 3) Prerequisites: MATH 0250, appropriate score on math placement test or equivalent, and CHEM 1020 or CHEM 1050 or high school chemistry or equivalent.

This course is the first semester of a two-semester sequence for liberal arts and sciences students and for students majoring in science and engineering or studying for careers in the allied health professions. Topics include measurement, atomic theory, nomenclature, reactions, chemical calculations, solutions, gases, thermochemistry, quantum theory, periodicity, bonding, and molecular geometry.. (CR-fall, spr & sum; CC-fall, spr)

*This course is offered through ARCC's Concurrent Enrollment Program

CHEM 1062 Principles of Chemistry II, 4 credits

(Meets MnTC Goal 2 & 3)   Prerequisites: A grade of C or better in CHEM 1061 AND MATH 0250 required, or appropriate math placement score, or equivalent..

The second semester of a two-semester sequence for liberal arts and science students and for students majoring in science and engineering, or studying for careers in the allied health professions. Topics include organic chemistry, intermolecular forces, liquids, solids, colligative properties, kinetics, equilibria, acids and bases, solubility equilibria, thermodynamics, oxidation-reduction, and electrochemistry. Three lecture hours and one three-hour laboratory per week. (CR-fall, spr & sum; CC-spr)

CHEM 2061 Organic Chemistry I, 5 credits

Prerequisite: Grade of C or better in CHEM 1062 or equivalent.

The first semester of a two semester organic chemistry sequence for students majoring in chemistry, chemical engineering, or biology, or studying for careers in the health sciences such as pharmacy, medicine, veterinary, and chiropractic. Topics include structure and bonding, acids and bases, alkanes and cycloalkanes, reaction energetics, stereochemistry, nucleophilic substitution and elimination, alkenes, alkynes, NMR and IR spectroscopy, alcohols, and introduction to multistep synthesis. Four lecture hours and one four-hour laboratory per week. (CR-fall, spr, sum)

CHEM 2062 Organic Chemistry II, 5 credits

Prerequisite: Grade of C or better in CHEM 2061 or equivalent.

The second semester of a two semester organic chemistry sequence for students majoring in chemistry, chemical engineering, or biology, or studying for careers in the health sciences such as pharmacy, medicine, veterinary, and chiropractic. Topics include UV-visible and IR spectroscopy, mass spectrometry, aldehydes and ketones, carboxylic acids and derivatives, chemistry of aromatic compounds, enolate chemistry, polyenes, free radicals, amines, introduction to carbohydrates and peptides, and multistep synthesis. Four lecture hours and four laboratory hours per week. (CR-fall, spr)

CHEM 2299 Independent Study, 1-3 credits

Prerequisite: Successful completion of two chemistry courses.

Designed to offer students an opportunity to do extensive reading or research and report on a specific topic in chemistry.

Chinese

See Foreign Language Enrollment Guidelines on page 126.

CHIN 1101 Beginning Chinese Language & Culture I, 4 credits

(Meets MnTC Goals 7 & 8)

Study and practice of the basic skills of speaking, listening, reading and writing. Emphasis upon correct oral expression, grammatical constructions and aural comprehension. Students learn to understand and use basic sentence patters and vocabulary using pinyin (spelling Chinese words with the western alphabet). Students also will read and write using Chinese characters. Interspersed throughout the course is an introduction to various aspects of Chinese culture and differences between the Chinese and Anglo language and culture. (CR-fall)

CHIN 1102 Beginning Chinese Language & Culture II 4 credits

(Meets MnTC Goals 7 & 8)

Prerequisite: CHIN 1101 or two years of high school Chinese.

Study and practice of the basic skills of speaking, listening, reading and writing. Emphasis upon correct oral expression, grammatical constructions and aural comprehension. Students learn to understand and use basic sentence patters and vocabulary using pinyin (spelling Chinese words with the western alphabet). Students also will read and write using Chinese characters. Interspersed throughout the course is an introduction to various aspects of Chinese culture and differences between the Chinese and Anglo language and culture. (CR-spr)

CHIN 1111 Introduction to Chinese Culture, 3 credits

(Meets MnTC Goals 6B & 8) (Cross-listed as HUM 1411)

This is an introductory course to China and its cultural heritage. CHIN 1111 surveys the development of China from the ancient period to the modern era, exploring the country's customs, political institutions; economic development; history, religion and philosophy; literature, art and architecture; as well as science and technology. This course is taught in English; no previous knowledge of Chinese is required. (CR-fall & spr)

CHIN 2200 Field Study Abroad, 1-3 credits

(Cross-listed as HUM 2200)

Students travel to China to observe firsthand both ancient and modern components of their civilizations. When offered for credit, a classroom segment will precede the trip, covering such topics as a brief history of the area to be visited, cultural differences, etc. No Chinese language knowledge is required.

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

CHIN 2201 Intermediate Chinese Language & Culture I, 4 credits (Meets MnTC Goals 7 & 8)
Prerequisite: CHIN 1102, two or more years of high school Chinese, or permission of instructor.

Intermediate Chinese I aims at increased proficiency in comprehension, spoken production, reading, writing, and translation skills. Emphasis is on understanding Chinese grammar and syntax as well as the unique cultural patterns of China that can contribute to more effective communication. Wider range of readings, more writing and translation exercises, and increased use of audio/visual materials, radical dictionary, and Chinese-language software are essential parts of the course. (CR-fall)

CHIN 2202 Intermediate Chinese Language & Culture II, 4 credits (Meets MnTC Goals 7 & 8)
Prerequisite: CHIN 2201 or consent of instructor.

Continuation of Intermediate Chinese I, which aims at increased proficiency in comprehension, spoken production, reading, writing, and translation skills. Emphasis is on understanding Chinese grammar and syntax as well as the unique cultural patterns of China that can contribute to more effective communication. Wider range of readings, more writing and translation exercises, and increased use of audio/visual materials, radical dictionary, and Chinese-language software are essential parts of the course. (CR-spr)

CHIN 2299 Independent Study, 1-8 credits
Prerequisite: Two courses in Chinese successfully completed.

Designed for students to do an in-depth study of a particular topic in Chinese. Applicants must submit a written proposal describing their intended study.

Communication Studies (Formerly Speech)

CMST 1100* Introduction to Mass Communication 3 credits
(Meets MnTC Goal 2 & 9) (Cross-listed with JOUR 1100)
Survey of the history, structure, functions, and responsibilities of newspapers, radio, television; critical consideration of the mass media's role in society; discussion of press and broadcast technology. CR-fall; online-spr)
*This course is offered through ARCC's Concurrent Enrollment Program

CMST 1110* Introduction to Communication 3 credits
(Meets MnTC Goals 1B & 2)
This course is designed to help students become more effective communicators in a variety of contexts. It introduces students to fundamental elements and models of communication, basic communication theory, interpersonal communication, small group communication and public speaking. Students will perform at least one speech, participate actively as a member of an audience, study relational communication, and help make a small group presentation. (CR & CC-fall, spr; CR-sum; online-spr)
*This course is offered through ARCC's Concurrent Enrollment Program

CMST 2210 Intercultural Communication, 3 credits
(Meets MnTC Goal 7 & 8)
This course explores intercultural communication within the individual, interpersonal, organizational and societal context. Topics covered include: cultural identity, verbal and non-verbal behavior, perception, dominant versus non-dominant cultural values and beliefs, present and historical cultural contexts and other factors that facilitate or inhibit effective intercultural communication. (Online-fall)

CMST 2215* Public Speaking, 3 credits
(Meets MnTC Goals 1B & 2)
Designed to help the student become a more effective communicator in public speaking situations. Emphasis will be placed on the development of advanced research, organization, adaptation and delivery skills, listening, and nonverbal communication. Students will practice several different forms of public address experiences. (CR-fall & spr; CC-spr)
*This course is offered through ARCC's Concurrent Enrollment Program

CMST 2220* Interpersonal Communication, 3 credits
(Meets MnTC Goals 1B & 7)
A study of interpersonal communication each of us participates in every day. Designed to help students recognize and understand their communication habits, as well as those of others, in an effort to learn more effective communication skills for improving their interpersonal relationships. Primary areas of study include communication theory, language, perception, self-concept, self-disclosure, emotions, the impact of culture on communication, listening, communication climate, conflict, and nonverbal communication. An individual speech presentation is also required. (CR & Online-fall, spr & sum)
*This course is offered through ARCC's Concurrent Enrollment Program

CMST 2251 Small Group Communication, 3 credits
(Meets MnTC Goals 1C & 2)
Communication within the small task-oriented group is studied as it relates to cohesivenss, leadership, role structures, communication networks, decision-making, and analysis of questions of fact, value, and policy. The course is designed to help the student become a more effective communicator, both as a leader and as a participant in small group communication. (CR-spr)

CMST 2299 Independent Study, 1-3 credits
Prerequisite: 2 courses in CMST successfully completed.
Designed to offer students the opportunity to do extensive reading or research on a specified topic in Communications Studies.

Computer Applications

See separate course listings for Business beginning on page 113.

Computer Networking

CNET 1101 PC Troubleshooting, Maintenance & Repair, 2 credits
This course is an introduction to hardware troubleshooting, maintenance, and repair of Intel-based personal computers. Students work with PC system components and configurations including bus architectures, microprocessors, memory, BIOS, I/O, and mass storage devices. The course is designed for the hardware novice and allows participants to build a PC. (CR-fall & spr)

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

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CNET 1115 IT & Data Assurance, 3 credits

This course introduces the basics of network security. The student will be introduced to computer network vulnerabilities and threats and how to safeguard computer networks from those vulnerabilities and threats. This course will expose the student to network security planning, network security technology, network security organization and the legal and ethical issues associated with network security. (Online-fall & spr)

CNET 1201* A+ Core Hardware & OS Technologies 3 credits

Prerequisites: General experience with MS Windows and most common desktop applications.

Comprehensive introduction to personal computer hardware and operating system configuration, support, maintenance, troubleshooting, and repair. Basic networking configuration and theory, command line and Windows interface operations, mobile technology, and standard operating procedures for the workplace are covered in this course. This course maps fully to the current CompTIA A+ industry certification. (Online-sum)

*This course is offered through ARCC's Concurrent Enrollment Program

CNET 2101* Introduction to Networks (CCNA 1), 3 credits

This course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. The principles of IP addressing and fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. (CR & CC-fall; online-spr)

*This course is offered through ARCC's Concurrent Enrollment Program

CNET 2105 Security Awareness & Policies, 1 credit

This course is intended to provide a basic survey of the importance of IT security awareness and data confidentiality. This security awareness-training course walks users through every aspect of Information Security in a very broad, easy to understand way and explains to them the value of securing data, both for themselves and the organization. The class will introduce legislation, local, state and federal privacy policies and liability of individuals and institutions related to data confidentiality and integrity, to include HIPPA and Gramm Leach Bliley act. This course will introduce basic concepts of risk management, security policies, common threats and countermeasures. Best practices in access control and password policies will also be covered. (Online-fall & spr)

CNET 2112 Desktop Operating Systems, 3 credits

Prerequisite: CNET 2101 or CSCI 1101 highly recommended.

Course focuses on Microsoft desktop operating system (Windows XP Professional) available for personal computers. Students gain foundation knowledge and skills with operating systems installation, support, and troubleshooting correlated to a business environment. This course is offered under the Microsoft Developer Networking Academic Alliance Program (MSDNAA) and prepares students for the related industry certification. (The course content is susceptible to change based on a new OS release.) (CR & CC-fall; Online-spr)

CNET 2113 Network Operating Systems, 3 credits

Prerequisite: CNET 2112.

Continuation of desktop operating systems and covers Microsoft network operating system solutions designed for the business environment. Stu-

dents gain a foundation in NOS installation, support and troubleshooting. The course focus is Microsoft Windows Server 2003, server administration, and integration of Windows 2000 Server domains. The course is offered under the Microsoft Developer Networking Academic Alliance Program (MSDNAA) and prepares students for the related industry examination. (The course content is susceptible to change based on a newer NOS release.) (CC & CR-spr; online fall)

CNET 2114 Fundamentals of Linux/UNIX, 3 credits

This course develops an understanding of how to use and operate the Linux/UNIX operating system. The class is for new users of the Linux/UNIX operating environment and helps prepare for the CompTIA Linux+certification exam. Major topics discussed in the course are: Linux/UNIX history, the Linux desktop, working with the command line, runlevels, user administration, and network configuration. (Online-fall)

CNET 2125 System Virtualization, 3 credits

Prerequisites: CNET 2113.

This course explores the world of system virtualization. Using an innovative approach, the course takes virtualization to the next level by showing how it is used to build demonstration networks. The use of current technologies, such as VMWare and Hyper-V, ensures that students will be prepared for today's workplace. This course explores the installation, configuration, and management of VMware vSphere®, which consists of VMware ESXi™ and VMware vCenter Server™. Extensive activities and exercises throughout the course provide ample opportunity for hands-on practice. Computer proficiency highly recommended. (CR-spr)

CNET 2205 Fundamentals of Wireless LANS, 3 credits

This course focuses on the design, planning, implementation, operation, and troubleshooting of Wireless LANs. The class includes a comprehensive overview of technologies, security, and design best practices. Fundamentals of Wireless LANs also helps prepare students for the Certified Wireless Network Administrator (CWNA) certification. (Successful completion of CNET 2301 is recommended.) (CR-spr)

CNET 2215 Managing Network Security, 3 credits

This course provides a comprehensive overview of building and maintaining security appliances (e.g. firewalls) in a business environment. It is designed for students who need to learn and implement the basics of network security. It covers basic installation techniques, discusses how to make intelligent technology choices, and presents basic troubleshooting. Specific topics covered include: planning/design, security, configuration, packet filtering, proxy servers, authentication, encryption, virtual private networks (VPN), and intrusion detection/prevention systems (IDS/IPS). (CR-spr)

CNET 2297 Field Experience & Seminar, 1-11 credits

Prerequisite: Permission of program director.

Provides opportunities for students to develop professional skills in the area of networking by integrating 4-hour long seminars with supervised productive work experiences (40 hours of work per credit hour) in cooperating organizations. Through this interaction, students enhance their academic knowledge, persist in the continuation of their education, and enhance personal and professional development. Students may repeat this course to gain a maximum of 11 credits. (CR-spr)

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

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CNET 2301 Routing and Switching Essentials (CCNA 2), 3 credits

Prerequisites: CNET 2101

This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. (CC & CR-spr)

CNET 2303 Scaling Networks (CCNA 3), 3 credits

Prerequisite: Completion of CNET 2301.

This course describes the architecture, components, and operations of routers and switches in a large and complex network. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network. (CR & CC-fall)

CNET 2304 Connecting Networks (CCNA 4) 3 credits

Prerequisite: CNET 2303

This course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students also develop the knowledge and skills needed to implement IPSec and virtual private network (VPN) operations in a complex network. (CC & CR-fall)

CNET 2320 Unified Communications/VoIP, 3 credits

Prerequisite: CNET 2303 (CISCO CCNA 3).

This course introduces the basic concepts of Unified Communication (UC) / Voice over IP (VoIP) and contrasts them with circuit switch telephony. Through class lectures, labs, discussions, and supplementary materials, the student will be able to understand the architecture, protocols and key attributes and considerations required to engineer integrated voice and data networks. Case studies will also be used to show real world examples of the technology in use as well as next-generation applications. (CR-spr)

CNET 2401 CISCO Certified Network Associate (CCNA), 3 credits

Prerequisite: Must have attended ICDN (Interconnecting CISCO Network Devices) or ICRS (Introduction to CISCO Routers) or CCDA (CISCO Certified Design Associate); OR must have installed at least two CISCO routers and/or switches; OR taken semesters 1 & 2 from a CISCO Network Academy.

Students in this course will learn to install, configure, and maintain basic CISCO networks for LAN, WAN, and Internet. Course topics include open systems networking layers, LAN/WAN configurations, routing protocols, managing access lists and routing/switching/bridging within networks. Activities include hands-on practice labs.

CNET 2490 Industry Certification, 0 credits

Prerequisite: Completion of CNET 2301.

Recommended Skills, Abilities, or Coursework: Completion of CNET core coursework.

This course fulfils the requirement for taking an IT industry certification as part of the Minnesota State system technical skill attainment initiative as part of the Minnesota Career and Technical Education (CTE) Assessment Project. Students will review the certification exam taking process and prepare for exam day.

Computer Science

CSCI 1101 Introduction to Computer Science & Problem-Solving, 3 credits

Prerequisite: High School Algebra II

An overview of computer science topics with an emphasis on problem-solving and algorithm development. Algorithm development will be taught using pseudocode and diagrams. Computer programs will be written utilizing one or more computer languages. Topics to be included are computer architecture, networks, boolean logic, and computer ethics. (CR-fall, sum)

CSCI 1106 Fundamentals of Computer Science I, 4 credits

Prerequisite: CSCI 1101

The first course in a two-course sequence for students who are planning to major or minor in Computer Science. Emphasis is on algorithm design, analysis, and refinement. Students will be introduced to functions and procedures, control structures, static data structures, file manipulation, and recursion. The C++ programming language will be used as a formal way of expressing algorithms and data. (CR-fall, spr)

CSCI 1107 Fundamentals of Computer Science II, 4 credits

Prerequisites: CSCI 1106 & MATH 1200.

Continuation of CSCI 1106. Object oriented problem solving and programming techniques, and basic algorithmic analysis techniques are introduced. Elementary data structures such as lists, stacks, queues, trees and graphs are introduced. Software engineering principles are explored using an object-oriented language. (CR-spr)

CSCI 1115 Visual Basic Programming, 3 credits

Prerequisite: Proficiency using MS Windows.

Introduction to computer programming using the Visual Basic programming language incorporating the fundamentals of programming logic and development through object-oriented programming in a laboratory setting. Topics will include the Visual Basic environment, creating graphical-user interfaces, working with multiple forms, adding graphics, and database access. No prior programming experience is required. (CR-sum)

CSCI 1125 Object-Oriented Programming Using Java, 3 credits

Prerequisite: CSCI 1106 or programming experience in C++ or C.

Study of the Java programming language. Topics include program elements, object-oriented concepts, graphics, graphical user interfaces, threads, and API support. (CR-spr)

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

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CSCI 1155 Introduction to Functional Language Programming, 1 credit

Prerequisites: Completion of or concurrent enrollment in CSCI 1107. Students will learn to use a functional programming language (such as Scheme) as a formal method of creating programs and expressing program ideas. Recursion will be presented as an algorithm development technique. Use of abstraction to hide program details and of modularity to manage complexity of large programs will be emphasized through the course.

CSCI 2100 Discrete Mathematics, 4 credits

(Cross-listed as MATH 2100)
Prerequisite: MATH 1400 with a grade of C or better
Intended for Math and/or Computer Science majors/minors. Topics include: logic, sets, functions, partitions and equivalence relations, binary operations, composition of functions, mathematical induction, combinatorics, matrix representations of graphs, isomorphisms of graphs, trees and spanning trees, recurrence relations, and generating functions. Applications include: Boolean algebra, algorithms and their efficiency, pigeonhole principle, and the halting problem.

CSCI 2253 Assembly Language Programming, 4 credits

Prerequisites: CSCI 1106 & MATH 1200 or equivalent.
Introduction to assembly language programming consistent with the ACM curriculum standards. Topics include data definition and transfer, binary arithmetic, control structures, bit manipulation, multiple precision integer arithmetic, arrays, character strings, interrupts, I/O, recursion, BCD operations, and segment linking. (CR-fall)

CSCI 2299 Independent Study, 1-3 credits

Prerequisite: Two courses in computer science successfully completed.
Designed to offer the student the opportunity to do extensive programming or research on a specific topic in computer science.

Economics

ECON 1100 Introduction to the American Economy, 3 credits

(Meets MnTC Goals 2 & 5A)
Overview of consumer, business, and government action in the United States economy. Both theory and current issues are covered. (CC, CR, & online-fall & spr)

ECON 2205* Principles of Macroeconomics, 3 credits

(Meets MnTC Goals 2 & 5A)
Course studies the macroeconomy of the United States. Economic theory and policy are covered including fiscal policy, monetary policy and international trade policy. (CR & online-fall & spr; CC-spr; online-sum)
*This course is offered through ARCC's Concurrent Enrollment Program

ECON 2206 Principles of Microeconomics, 3 credits

(Meets MnTC Goals 2 & 5A)
Course in microeconomics. The course covers basic pricing theory as it applies to product and factor markets. (CC, CR, & online-fall & spr; online-sum)

ECON 2299 Independent Study, 1-3 credits

Prerequisite: Two courses in economics successfully completed.
Designed to offer the student the opportunity to do extensive programming or research on a specific topic in economics.

Education

EDUC 2000 Foundations of Education, 3 credits

This course introduces potential teacher education students to the professional educational community and to the role school plays in society. This course will provide an introductory framework allowing students to become conversant with the culture of schools in the United States of America. The material covered will include information for students who are considering teaching as a future career or for those who simply wish to learn more about key educational issues. Requires a 20-hour practicum experience. (CC & CR-fall)

EDUC 2030 Introduction to Special Education, 3 credits

This course introduces potential teacher education students to characteristics and categories of exceptionality they will encounter in a typical classroom. Students will become familiar with State and Federal regulations concerning provision of special education and related services (including IDEA- Individuals with Disability Education Act, ADA -Americans with Disabilities Act and NCLB -No Child Left Behind). Learners will examine etiology, characteristics and educational interventions as they relate to the following categories of special education: attention deficit hyperactivity disorder, autism spectrum disorders, communication disorders, intellectual and developmental learning disabilities, orthopedic and health disorders, hearing and visual impairments and educating the gifted and talented. This course will also address current issues such as inclusion, transition, assessment and multiculturalism. Requires a 20-hour practicum experience. (CC & CR-spr)

Engineering

ENGR 1100 Introduction to Engineering, 2 credits

This course provides an introduction to the engineering profession. Information on the different disciplines of engineering will be presented. Professional and ethical aspects of engineering will be covered. An introduction to problem solving and the engineering design process with the utilization of various computer applications will be covered. (CR-fall & spr)

ENGR 1111 Engineering Graphics, 3 credits

Prerequisite: MATH 0250 or concurrent enrollment.
Topics include: pencil sketches, standards of engineering drawings, orthographic projection, auxiliary drawings by rotations, dimensioning, tolerances, assembly drawings, and computer-aided design using Pro/ENGINEER. (CR-fall & spr)

ENGR 2218 Digital Logic, 4 credits

Prerequisites: MATH 1400 & PHYS 1327 or concurrent enrollment.
Topics include logic gates, number systems, Boolean Algebra, Karnaugh Maps, combinational logic, flip-flops, counters, registers, and programmable logic using VHDL. Laboratory included. (CR-fall)

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

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ENGR 2219 Linear Circuits I, 4 credits

Prerequisites: MATH 1401 & PHYS 1327

Topics include circuit elements, Kirchhoff's laws, equivalent resistances, mesh and nodal analysis, source transformations, Thevenin and Norton, equivalent circuits, RL, RC, and RLC circuits, and sinusoidal steady state analysis. Electronics topics include diodes, bipolar junction transistors, field effect transistors, and operational amplifiers. Laboratory included. (CR-spr)

ENGR 2220 Linear Circuits II, 4 credits

Prerequisite: Grade of C or better in ENGR 2219 or equivalent.

A continuation of Linear Circuits: polyphase circuits, complex power, magnetically coupled circuits, two-port networks, Laplace transforms, Fourier analysis, and Fourier transforms, electronic filters, high-frequency response of diodes, transistors, and amplifiers. Laboratory included.

ENGR 2221 Digital Fundamentals, 2 credits

Prerequisites: MATH 1400 & PHYS 1327 or concurrent enrollment

Topics include logic gates, number systems, Boolean Algebra, Karnaugh Maps, combinational logic circuits, and programmable logic using VHDL. Laboratory included. (CR-fall)

ENGR 2240, Thermodynamics, 3 credits

Prerequisites: CHEM 1061 & MATH 1400 or concurrent enrollment in MATH 1400.

Topics include properties, equations of state, energy transfer, energy and mass conservation, entropy, reversible/irreversible systems, power systems, refrigeration and heat pump systems. (CR-fall)

ENGR 2241 Statics, 3 credits

Prerequisite: Grade of C or better in PHYS 1327 or equivalent.

Topics include elementary vector algebra, force and moment vectors, free-body diagrams, application of the equations of static equilibrium to the analysis of simple engineering structures and machines, laws of friction, distributed loads, and properties of area. (CR-fall)

ENGR 2242 Dynamics, 3 credits

Prerequisite: Grade of C or better in ENGR 2241 or equivalent.

Topics include kinematics and kinetics of particles and planar rigid bodies, introduction to vector calculus, principle of work and energy, conservation of energy, impulse and momentum, and impact. (CR-spr)

ENGR 2243 Mechanics of Materials, 3 credits

Prerequisite: ENGR 2241.

Topics include load deformation, stress, strain, stress-strain relationship, axially loaded members, torsion, bending, plane stress and Mohr's Circle, statically indeterminate structures and buckling. (CR-spr)

ENGR 2299 Independent Study, 1-3 credits

Prerequisite: Two courses in engineering successfully completed

Designed to offer the student the opportunity to do extensive programming or research on a specific topic in engineering.

English

Students registering for their first English course are required to take the College Board Accuplacer placement test to determine placement into the appropriate course. See Placement for Success on page 10 for details.

ENGL 0890 Preparing for College Writing, 4 credits

English 0890 is the beginning developmental writing course. Entry into the course is based on the student's score on the English Placement Test. Its purpose is to introduce all of the skills and habits necessary for success in English 0950 and, eventually, English 1121: College Writing and Critical Reading. This course begins to prepare students for college writing. The course provides opportunities to develop confidence, competence, and fluency through practice in writing processes. It also introduces sentence and punctuation strategies, paragraph structure, and essay development. (CR-fall & spr)

ENGL 0950 Elements of College Writing, 4 credits

Prerequisite: Grade of C or better in ENGL 0890 or achievement of recommended score on English placement test.

English 0950 is the intermediate developmental writing course. Entry into the course is based on completion of ENGL 0890 with a C or better or on the students' score on the English placement test. Its purpose is to continue to support all of the skills and habits necessary for success in English 1121: College Writing and Critical Reading. Offers students intensive work with writing, revising and editing essays. Attention will be given to rhetorical elements of purpose, audience, thesis, evidence, and tone. Students will read and analyze their own and other's writing. (CR-fall, spr)

ENGL 0990 Crosscurrent Composition, 2 credits

(Meets MNTC goal 1A).

Prerequisites: English 0890 with a grade of C or better or Accuplacer Reading Comprehension test score of 54-77. In addition, co-requisite registration in ENGL 1120 is required.

Recommended Skills, Abilities, or Coursework: If student placed into ENGL 0890, then completion of READ 0910 with a grade of C or better, and enrollment in READ 0990 is also required. If student did not place into and take ENGL 0890 and READ 0910, then READ 0990 is strongly recommended.

This composition course is for students who need a more intensive review of paragraph development and standard American-written English (grammar, punctuation, and sentence structure) than ENGL 1120 alone provides. This course also introduces the processes and strategies of essay writing from first thoughts through revision to the final, edited college-level essay. Success in this course relies heavily on attendance and participation, which will make up a large percentage of the final grade. Students are required to register for and complete both this course and ENGL 1120 to complete their college-level writing requirement.

ENGL 1102 College Vocabulary, 1 credit

Teaches students to confidently employ commonly-used words with which the English-speaking world conducts its affairs. Expands the students' functional vocabulary range to meet college-level standards for effective reading comprehension and written composition. Course content is organized around various methods of learning vocabulary. (Online-fall & spr)

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

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ENGL 1104 Technical Writing, 3 credits

(Meets MnTC Goal 1C & 2)

Provides instruction in the rhetorical principles and strategies of technical writing. The course will emphasize reports, and manuals, which may include progress and process reports, feasibility studies, instructions, procedures, and/or mechanism descriptions. (Online-fall)

ENGL 1120 Crosscurrent College Writing and Critical Reading, 4 credits

(MnTC Goals 1 and 2)

Prerequisites: Completion of ENGL 0890 with a grade of C or better, or an Accuplacer Reading Comprehension test score of 54-77. In addition, co-requisite registration in ENGL 0990 is required.

Recommended Skills, Abilities, or Coursework: If student placed into ENGL 0890, then completion of READ 0910 with a grade of C or better, and enrollment in READ 0990 is also required. If student did not place into and take ENGL 0890 and READ 0910, then READ 0990 is strongly recommended.

Taken concurrently with ENGL 0990, this course provides extended practice in critical reading, writing, and thinking. Course content includes the writing process, essential composition skills, and critical reasoning in various rhetorical situations. The course requires effectively reasoned and supported essays including an argumentative research paper. Students are required to register for and complete both this course and ENGL 0990 to complete their college-level writing requirement (MnTC goal 1A).

ENGL 1121* College Writing & Critical Reading, 4 credits

(Meets MnTC Goals 1A & 2)

Prerequisite: ENGL 0950 or ELL 0850 with a grade of C or better or achievement of recommended score on the English placement test.

Provides extended practice in critical reading, writing, and thinking. Course content includes the writing process, essential composition skills, and critical reasoning in various rhetorical situations. The course requires effectively reasoned and supported essays including an argumentative research paper. (CR, CC -fall, spr, CR-sum; online- fall, sum)

*This course is offered through ARCC's Concurrent Enrollment Program

ENGL 2202* Introduction to the Study of Literature, 3 credits

(Meets MnTC Goals 6A & 7)

Students will study at least one example of each of the major forms/genres of literature: fiction, poetry, plays, and creative non-fiction. In addition to critical reading and discussion, the elements of literature, and analysis, interpretation, and evaluation, the course will introduce students to major approaches to literary criticism and to literature research resources. The course will also deal with the issues of diversity and may be organized around a particular topic. (Successful completion of ENGL 1121 is recommended.) (CR-fall, spr; CC-spr; online-sum)

*This course is offered through ARCC's Concurrent Enrollment Program

ENGL 2203 The Novel, 3 credits

(Meets MnTC Goals 6A & 7)

Students will study a diverse selection of novels to gain an awareness of their scope and variety. Characters, setting, plot, theme, and other elements will be discussed in order to analyze, interpret, and evaluate their significance. The course will also deal with issues of diversity and may be organized around a particular topic. (Successful completion of ENGL

1121 is recommended.) (CR-fall & spr)

ENGL 2204* Short Stories, 3 credits

(Meets MnTC Goals 6A & 7)

Students will read selected short stories to explore the scope and variety of this form of literature. Point of view, characterization, language, and other elements will be emphasized; students will analyze, interpret, and evaluate the stories. The course will also deal with issues of diversity and may be organized around a particular topic. (Successful completion of ENGL 1121 is recommended.) (CR-fall, spr)

*This course is offered through ARCC's Concurrent Enrollment Program

ENGL 2207 Drama, 3 credits

(Meets MnTC Goals 6A & 7)

Students will read a variety of plays to examine a form of literature that can be read or experienced in a theatre. Character, dialogue, setting, theme, and other elements will be examined in order to analyze, interpret, and evaluate the dramas. Students may be asked to attend one or more live performances. (Successful completion of ENGL 1121 is recommended.) There may be an additional fee for attending off-campus plays (fee varies by theatre and performance). (CR-spr)

ENGL 2208* Poetry, 3 credits

(Meets MnTC Goal 6A & 7)

Introduces students to poetry as a form of literature. Figurative language, imagery, allusion, musical devices, pattern, sound, and other poetic elements will be discussed in order to examine and more fully understand the content and meaning of a wide range of poetic expression. The course may have a theme. (Successful completion of ENGL 1121 is recommended.) (CR & online-fall & spr)

*This course is offered through ARCC's Concurrent Enrollment Program

ENGL 2209 Children's Literature, 3 credits

(Meets MnTC Goal 6A & 7)

Introduces students to the range of literature for children, to critical and affective responses to it, and to criteria for selecting such literature. The course addresses interests of college students, educators, and parents. (Successful completion of ENGL 1121 is recommended.) (Online-fall & spr)

ENGL 2210 Global Literature, 3 credits

(Meets MnTC Goals 6A & 8)

Introduces students to selected literature from nations around the world, outside of the United States and Britain. Focus will be on critical reading and discussion, the elements of literature, and analysis, interpretation, and evaluation. Students will gain understanding of literary forms such as the novel, drama, poetry, and essay in different cultural contexts. Topics for discussion may include the cross-cultural comparisons of forms, colonial and postcolonial experiences, and the effects of globalization. The course may have a theme. (Successful completion of ENGL 1121 is recommended.) (CR-spr in even years)

ENGL 2215 Special Topics in Literature, 3 credits

(Meets MnTC Goal 6A)

This course will explore a specialized theme or field in literature, such as Minnesota Writers, Gothic Literature, Best Sellers, etc. The specific focus will be announced in the Class Schedule, and the course may be repeated under a different focus. Readings will include at least three of the five

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major genres of literature—novels, short stories, poems, plays, creative nonfiction—and emphasis will be on critical reading and discussion, the elements of literature, and analysis, interpretation, and evaluation. (Successful completion of ENGL 1121 is recommended.)

ENGL 2220 British Literature to 1800, 3 credits

(Meets MnTC Goal 6A)

Introduces major British authors from the early 8th century through the 18th century. Readings and discussions will focus on the cultural and historical significance of the literature. Students will analyze, interpret, and evaluate the literary works. (Successful completion of ENGL 1121 is recommended.) (CR-fall in even years; online-fall in odd years)

ENGL 2225 British Literature Since 1800, 3 credits

(Meets MnTC Goal 6A)

Introduces major British authors from the early 19th century through today. Readings and discussions will focus on the cultural and historical significance of the literature. Students will analyze, interpret, and evaluate the literary works. (Successful completion of ENGL 1121 is recommended.) (CR-spr in odd years; online-fall in odd years, spr in even years)

ENGL 2230 American Literature to 1865, 3 credits

(Meets MnTC Goals 6A & 7)

Focuses on American literature from its beginnings (c.a. 1600) to approximately 1865. Readings may include autobiographies, journals, sermons, and essays, as well as poetry and fiction. Students will gain a sense of the historical and cultural significance of the literature and will analyze, interpret, and evaluate the literary works. (Successful completion of ENGL 1121 is recommended.) (CR & online-fall)

ENGL 2235 American Literature Since 1865, 3 credits

(Meets MnTC Goals 6A & 7)

Focuses on American literature from approximately 1865 to the present. Readings will include short fiction and poetry, but may also include novels, plays, essays, and other creative non-fiction. Students will gain a sense of the historical and cultural significance of the literature and will analyze, interpret, and evaluate the literary works. (Successful completion of ENGL 1121 is recommended.) (CR-spr)

ENGL 2241 Introduction to Creative Writing, 3 credits

(Meets MnTC Goals 1C & 6A)

Prerequisite: Grade of C or better ENGL 1121.

Creative writing is a unique combination of creativity and discipline. This course provides students an opportunity to exercise the imagination through writing fiction and poetry. Guided by instruction in contemporary aesthetics and in-class exercises, students will develop their own writing and revising practices. Students will also engage in the creative and analytical process of reading as writers, responding to both published and student texts in writing and in-class discussion. (CR & online-fall & spr)

ENGL 2251 Introduction to Creative Writing for Stage & Screen, 3 credits

(Meets MnTC Goal 1C & 6A)

Prerequisites: Grade of C or better in ENGL 1121.

Creative writing is a unique combination of creativity and discipline. This course provides students an opportunity to exercise the imagination through writing scripts for the stage and screen. Guided by instruction in contemporary aesthetics and in-class exercises, students will develop their own writing and revising practices. Students will also engage in the creative and analytical process of reading as writers, responding to both published and student texts in writing and in-class discussion. (Online-spr)

ENGL 2261 Creative Non-Fiction Writing, 3 credits

(Meets MnTC Goals 1C & 6A)

Prerequisite: Grade of C or better in ENGL 1121.

In this course, students will study the art of creative nonfiction writing, focusing on various subgenres, such as literary memoir, personal essay, lyric essay, literary reportage, nonfiction short, and blended forms. Students will engage in the creative and analytical process of reading as writers, responding to both student and published texts in writing and in class discussion. Guided by instruction in contemporary aesthetics, students will develop their own writing and revising practices. (Online-fall; CR-spr)

ENGL 2262 Poetry Writing, 3 credits

(MnTC Goals 1 and 6)

Prerequisites: ENGL 1121 with a grade of C or better

Recommended Skills, Abilities, or Coursework: A student who has not met the necessary prerequisites for the course, but strongly possesses the abilities necessary to complete the course successfully, should contact the instructor directly. In this course, students will study and write contemporary poetry and basic forms. Students will engage in the creative and analytical process of reading as writers, responding to both student and published texts in writing and in class discussion. Students will develop their own writing and revising practices.

ENGL 2262 Fiction Writing, 3 credits

(MnTC Goals 1 and 6)

Prerequisites: ENGL 1121 with a grade of C or better

Recommended Skills, Abilities, or Coursework: A student who has not met the necessary prerequisites for the course, but strongly possesses the abilities necessary to complete the course successfully, should contact the instructor directly. In this course, students will study and write contemporary fiction. Students will engage in the creative and analytical process of reading as writers, responding to both student and published texts in writing and in class discussion. Students will develop their own writing and revising practices.

ENGL 2271 Introduction to Creative Writing for Children & Young Adults, 3 credits

(Meets MnTC Goals 1C & 6A)

Prerequisite: Grade of C or better in ENGL 1121.

Opportunity for student writers to study the theory of and to practice the writing of manuscripts for children and young adults. Students will be instructed in contemporary aesthetics, genre, and craft with emphasis on individual creative effort and writing for a public audience. (Online-spr)

ENGL 2281 A Writer's Life: Publishing, Proposals, & Grants, 3 credits

Prerequisite: Grade of C or better in ENGL 1121.

This course provides an opportunity for student writers to learn about the practices of book and magazine publication and promotion from working writers and publishers. Writing assignments may include resumes, book reviews, and grant and proposal writing.   (Online-spr)

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

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ENGL 2291 Manuscript Development, 3 credits

Prerequisite: Permission of Instructor.

This course offers students the opportunity to create a polished literary manuscript in poetry, fiction, play/screenwriting, or creative nonfiction ready for publication or a professional or academic portfolio. Recommended Skills, Abilities, or Coursework: The ability to work independently and meet deadlines. English 2241, 2251, 2261, and 2271 are recommended. (Online-spr)

ENGL 2299 Independent Study, 1-3 credits

Prerequisite: Two courses in English successfully completed.

Designed to offer the student the opportunity to do extensive programming or research on a specific topic in English.

English Language Learner

ELL 0790 Preparing for College Writing, 4 credits

Prerequisite: A qualifying score on the Accuplacer ESL (LOEP) test.

English for Language Learners 0790 is the beginning developmental writing course for non-native speakers of academic English. Entry into the course is based on the student's score on the Accuplacer ESL test. The goal of the class is to introduce all of the skills and habits necessary for success in ELL 0850 and, eventually, English 1121: College Writing and Critical Reading. This course begins to prepare students for college writing in the United States and provides students with opportunities to develop confidence, competence, and fluency through frequent practice. It also introduces idioms, audience awareness, sentence and punctuation strategies, paragraph structure, and essay development. In addition to the regular class meeting times, students are required to attend weekly supplemental instruction sessions. They are also strongly encouraged to participate in the Conversation Partners Program or an equivalent speech-improvement program. Recommended Skills, Abilities, or Coursework: Ability to understand basic written and oral instructions in English. (CR-fall, spr)

ELL 0810 Preparing for College Reading, 4 credits

Prerequisite: A qualifying score on the Accuplacer ESL (LOEP) test.

English for Language Learners 0810 is the beginning developmental reading course for non-native speakers of English. Entry into the course is based on the student's score on the Accuplacer ESL reading test. The goal of the class is to introduce all of the skills and habits necessary for success in ELL 0870 and, eventually, English 1121: College Writing and Critical Reading. This course begins to prepare students for college reading in the United States and provides students with opportunities to develop confidence, competence, and fluency though practice in literacy skills for navigating modern American society. It emphasizes basic reading skills and allows for practice with decoding words, reading aloud with accuracy, expression, and comprehension, and introduces basic vocabulary based on real-world themes. Students will also gain a working knowledge of basic computer literacy. In addition to the regular class meeting times, students are required to participate in the Conversation Partners Program as well as weekly supplemental instruction sessions. (CR-fall, spr)

ELL 0850 Elements of College Writing, 4 credits

Prerequisite: Grade of C or better in ELL 0790 or achievement of the recommended score on the Accuplacer ESL (LOEP) test.

English for Language Learners 0850 is the intermediate developmental writing course for non-native speakers of academic English. Entry into the course is based on completion of ELL 0790 with a C or better or the Accuplacer ESL test. Students can expect to develop the skills and habits necessary for success in English 1121: College Writing and Critical Reading, including writing, revising and editing essays and using thesis statements and evidence to establish a credible academic tone. Students will read and analyze their own and other's writing to help develop fluency and rhetorical awareness. In addition to the regular class meeting times, students are required to attend weekly supplemental instruction sessions and are strongly encouraged to participate in the Conversation Partners Program or an equivalent speech-improvement program. Recommended Skills, Abilities, or Coursework: ELL 0790 or equivalent skills and an ability to understand written and oral instructions in English. (CR-fall, spr)

ELL 0870 Elements of College Reading, 3 credits

Prerequisite: Grade of C or better in ELL 0810 or achievement of the recommended score on the Accuplacer ESL (LOEP) test.

English for Language Learners 0870 is the intermediate developmental reading course for non-native speakers of English. Entry into the course is based on completion of ELL 0810 with a C or better or the appropriate Accuplacer ESL test score. Students can expect to develop the reading skills and habits necessary for success in English 1121: College Writing and Critical Reading, including an understanding of reading as a process, strategies for learning new words, including identifying Greek and Latin roots, connecting ideas in reading to students' background and experiences, and learning to contribute to their communities as academic readers. In addition to the regular class meeting times, students should expect to participate in the Conversation Partners Program as well as attend weekly supplemental instruction sessions. (CR-fall, spr)

French

FREN 1101 Beginning French Language & Culture I, 5 credits

(Meets MnTC Goals 7 & 8)

Students with two or more years of high school French completed within the past two years should enroll in FREN 1102.

Study and practice of the basic skills of listening, speaking, reading and writing with an emphasis upon correct oral expression, grammatical constructions and aural comprehension, particularly in the present tense. Students also examine aspects of French culture in the French-speaking world and in France, as illustrated in the text and through multi-media presentations, which may include historical, social and cultural topics. (CR-fall)

FREN 1102 Beginning French Language & Culture II, 4 credits

(Meets MnTC Goals 7 & 8)

Recommended Coursework: French 1101 or two years French in high school with a score of 180 or higher on the French placement test.

The second in a four-semester (two-year) sequence, FREN 1102 (French II) builds on the grammar and skills acquired in French I and involves more complex grammatical forms such as object pronouns and practice of the basic skills of listening, speaking, reading and writing. Emphasis is upon correct oral expression, grammatical constructions and aural comprehension, particularly in the past tense. Students also examine aspects of French culture in the French-speaking world and in France as illustrated

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in the text and through multi-media illustrations and presentations, which may include historical, social and cultural topics. (CR-spr)

FREN 1111 Introduction to French Culture, 3 credits
(Meets MnTC Goals 6B & 8) (Cross-listed as HUM 1311)
Introduction to the civilization and culture of the French-speaking world, with emphasis on the comparison of cultures and on present trends in political and social life, literature and the arts. This course is taught in English; no previous knowledge of French is required. (CR-fall)

FREN 2200 Field Study Abroad, 1-3 credits
(Cross-listed as HUM 2200)
Takes students to France or another French-speaking country to observe firsthand both ancient and modern components of these civilizations. When offered as a tour, a classroom segment will precede the trip, covering such topics as a brief history of the area to be visited, cultural differences, etc. No knowledge of French is required.

FREN 2201 Intermediate French Language & Culture I, 4 credits
(Meets MnTC Goals 7 & 8)
Prerequisite: FREN 1102, at least three years of high school French, or permission of instructor.
In the second-year language sequence, the first goal is to acquire a knowledge of the basic history and cultural patterns and to examine topical and literary readings of the Francophone world, which may include French minorities in the U.S. (New England and Louisiana), France, Canada, Belgium, Switzerland, as well as the French Caribbean and African countries. The second goal is to increase proficiency in reading, writing, speaking and listening in French. This course reviews the fundamentals of grammar, with emphasis upon the indicative and imperative moods.

FREN 2202 Intermediate French Language & Culture II, 4 credits
(Meets MnTC Goals 7 & 8)
Prerequisite: French 2201, at least four years of high school French, or permission of instructor.
In the second-year language sequence, the first goal is to acquire a knowledge of the basic history and cultural patterns and to examine topical and literary readings of the Francophone world, which may include French minorities in the U.S. (New England and Louisiana), France, Canada, Belgium, Switzerland, as well as the French Caribbean and African countries. The second goal is to increase proficiency in reading, writing, speaking and listening in French. This course continues a review of the grammar, but with an emphasis upon the subjunctive mood.

FREN 2299 Independent Study, 1-4 credits
Prerequisite: Two courses in French successfully completed.
Designed to offer the student the opportunity to do extensive programming or research on a specific topic in French.

Foreign Language

See separate course listings for American Sign Language, Chinese, French, German, and Spanish.

Foreign Language Enrollment Guidelines
Students are advised to take into consideration both their previous classroom experience (high school equivalencies are listed below) as well as their score on the placement test before enrolling in a World Language course at Anoka-Ramsey.

General Guidelines for High School Equivalencies
Students with no language experience, or only one year of high school language, enroll in 1101
Students who have successfully completed two years of high school language, enroll in 1102
Students who have successfully completed four years of high school language, enroll in 2201
Note: earning a C or higher is considered "successful completion"

World Language Placement Test
The above are only general guidelines and do not take into account factors such as individual student learning and retention or exposure to the language outside the classroom. Therefore, students enrolling in Spanish, French or German are strongly encouraged to take the Language Placement Test before registering. The test is free, takes approximately 20 minutes, and may be taken from any computer with an Internet connection.

Upon completing the test, you will immediately be provided with a score and a suggested course level for enrollment. If those results do not agree with the guidelines listed above, you may retake the test and average your scores (you will not have the same questions as the test is different each time). If you are still uncertain as to which level is appropriate for you, contact a language instructor.

Information about the placement test is found here: www.anokaramsey. edu/academics/departments-faculty/world-languages/#placement-testing

General Studies

GSA 1100 College 100: Pathways to Success, 2 credits
Provides essential information about the collegiate environment that first-time or returning students need in order to enhance a successful academic experience. Provides an overview of skills in areas of self-understanding, career planning and development, learning assistance, academic survival, and lifestyle.

Geography

GEOG 1101 Geography of the United States 3 credits
(Meets MnTC Goals 5A & 10)
Topical and regional presentation of physical and human geographic patterns of the United States. (CR & CC fall; CR spr)

GEOG 1102 Introduction to Human Geography 3 credits
(Meets MnTC Goals 5A & 8)
Human geography integrates the components of society such as population growth, distribution and demographics, culture (language and religion), urban contexts, political organization of the world, and global economics and development. These elements are interpreted spatially and related to the environment in which these societies operate. Case studies

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will be researched, analyzed and evaluated in laboratory sessions. (CC-fall; CR-spr)

GEOG 1103 Physical Geography, 3 credits
(Meets MnTC Goals 5A & 10)
Topical study noting the major physical processes that cause the earth's surface features and influence human habitation on this planet. (CR-fall, spr & sum; CC-spr)

GEOG 1106 World Regional Geography, 3 credits
(Meets MnTC Goals 5A & 8)
Regional examination of the physical and human characteristics of the world. (CR-fall & CC-spr)

GEOG 1108 Minnesota Geography, 3 credits
(Meets MnTC Goals 5A & 10)
Examination of the geographic patterns of physical and human resources of Minnesota, and the development of these patterns in a regional setting. (CR & CC-fall, spr)

GEOG 2299 Independent Study, 1-3 credits
Prerequisite: Two courses in geography successfully completed.
Designed to offer students the opportunity to do extensive reading or research on a specific topic in geography.

German

See Foreign Language Enrollment Guidelines on page 126.

GERM 1101 Beginning German Language & Culture I, 5 credits
(Meets MnTC Goals 7 & 8)
First semester of a one-year sequence in elementary German. Study and practice of the basic skills of speaking, listening, reading and writing with an emphasis upon correct oral expression, grammatical constructions and aural comprehension. Interspersed throughout the course is an introduction to various aspects of culture of the German-speaking countries. Differences between the German and English cultures are illustrated in course. (CR fall)

GERM 1102 Beginning German Language & Culture II, 4 credits
(Meets MnTC Goals 7 & 8)
Recommended Coursework: German 1101 or two years German in high school with a score of 180 or higher on the German placement test.
The second in a four-semester (two-year) sequence. GERM 1102 (German II) builds on the grammar and skills acquired in German I and involves more complex grammatical forms such as object pronouns practice of the basic skills of listening, speaking, reading and writing. Emphasis is placed upon correct oral expression, grammatical constructions and aural comprehension, particularly in the past tense. Students also examine aspects of German culture in German-speaking countries and in Germany as illustrated in the text and through multi-media presentations, which may include historical, social and cultural topics.

GERM 1111 Introduction to German Culture, 3 credits
(Meets MnTC Goals 6B & 8) (Cross-listed as HUM 1311)
Introduction to the civilization and culture of the German-speaking world, with emphasis on the comparison of cultures and on present trends in political and social life, literature and the arts. This course is taught in English; no previous knowledge of German is required. (CR-spr)

GERM 2200 Field Study Abroad, 1-3 credits
(Cross-listed as HUM 2200)
Students travel to one or more German-speaking countries to observe first-hand both ancient and modern components of these civilizations. When offered for credit, a classroom segment will precede the trip, covering such topics as a brief history of the area to be visited, cultural differences, etc. No foreign language knowledge is required. Student pays for their tour, including airfare (contact instructor for details).

GERM 2201 Intermediate German Language & Culture I, 4 credits
(Meets MnTC Goals 7 & 8)
Prerequisite: GERM 1102, at least 3 years of high school German, or equivalent.
Course goal is increased proficiency in listening, speaking, reading, and writing skills, and deepened under- standing of the German-speaking countries. Emphasis is upon effective oral and written expression, aural and reading comprehension, and in-depth review of grammatical structure. Readings, videos, projects, and class presentations explore historical, social, political, and popular topics. Aspects of Germanic and American cultures are compared and contrasted. Course is taught in German.

GERM 2202 Intermediate German Language & Culture II, 4 credits
(Meets MnTC Goals 7 & 8)
Prerequisite: GERM 2201, at least four years of high school German, or equivalent.
A continuation of German 2201. Course goal is increased proficiency in language skills and deepened understanding of the German-speaking countries. Emphasis is upon effective oral and written expression, aural and reading comprehension, and further review of grammatical structure. Readings, videos, projects, and class presentations explore historical, social, political, and popular topics. Continued comparison and contrast of Germanic and American cultures. Course is taught in German.

GERM 2299 Independent Study, 1-4 credits
Prerequisite: Two courses in German successfully completed.
Designed for students to do an in-depth study of a particular topic in German. Applicants must submit a written proposal describing their intended study.

Health Care Core Curriculum

HCCC 1000: Introduction to Healthcare Careers 3 credits
This course will familiarize students with the historical, philosophical, and social foundations of various healthcare careers. Students will explore career options within the fields of allied health. Course content is designed to provide glimpses into a variety of aspects of health careers, to promote discussion, and to encourage critical reflection and self-exploration. The

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major course topics will guide students in exploring the influences of legal and ethical influences on health careers and how these influences impact what is done in the profession today. Students will explore client and staff diversity, client needs, and safety and standard precautions found in allied health careers. Course content is designed to promote discussion, increase professional communication and apply critical thinking to various health care topics.

HCCC1600 Spanish for Healthcare Professionals, 3 credits

(Cross-listed as NURS 1600 and SPAN 1600)
Recommended Skills, Abilities, or Coursework: SPAN 1101 (first-semester Spanish) or one year of high school Spanish with a score of 100 or higher on the Spanish placement test (note: to take the free online placement test, go to www.anokaramsey.edu/placement).
Designed for currently employed healthcare professionals seeking to acquire continuing education credits or students who plan to work in the healthcare industry. This course provides the basic tools to communicate with Hispanic patients on topics such as family, health, medical conditions, medicine and nutrition. Spanish for Healthcare Professionals is not intended for native Spanish speakers. However, students enrolling in this course should already be familiar with elementary concepts such as greetings, the alphabet, telling time, and the basic principles of verb conjugation.

Health, Physical Education, Recreation

HPER 1102 Drugs, Alcohol & Tobacco, 3 credits

Study of drugs, alcohol, and tobacco including behavioral effects on individuals, families, and society, and the programs for chemical dependency related to identification and rehabilitation. It is designed to provide students with the knowledge and skills necessary for understanding drug misuse, abuse, and addiction and to help them make informed decisions regarding their own drug use. (CR, CC & online-fall & spr; online-sum)

HPER 1103 First Aid & CPR, 3 credits

This course consists of knowledge and skill in injury/illness recognition, first aid care and accident prevention. Content covers one- & two-rescuer CPR and choking relief for infant, child and adult, as well as, the use of pocket masks, bag-mask ventilation and AED. General knowledge of body systems along with victim assessment, victim management and victim stabilization is also addressed. American Heart Association BLS for Healthcare Provider Certification and American Academy of Orthopedic Surgeons First Aid Certification will be earned upon successful completion. Meets the requirements for Anoka-Ramsey Nursing students. (CR, CC-fall & spr)

HPER 1106 CPR Re-Certification-BLS For Health Care Providers, 1 credit

This course is for students who are currently certified in CPR (either basic or Professional Rescuer) as well as those students whose cards have expired within the last three months. Upon successful completion of this course, the student will receive a current two-year certification in CPR or Professional Rescuer and/or Basic CPR. (CR-fall & spr)

HPER 1108 Consumer Health, 3 credits

This course will provide the student with the knowledge and skills to be effective health care consumers. Students will learn how to critically evaluate health issues and information using scientific principles, which will provide a framework for making informed choices when selecting products and services. (Online-fall; CR-spr)

HPER 1109 Public Health, 3 credits

This course is designed to provide students with a comprehensive overview of public health concepts and practices by reviewing the philosophic background, historical events, purposes, organizational tools, activities and results of public health practices in the United States. (Online-fall, spr)

HPER 1110* Personal & Community Health, 3 credits

This course is designed to look at health from a personal and community perspective. The course will include an overview of concepts and concerns involving the many dimensions of health and give students knowledge and skills necessary to make informed health decisions. (CR-fall; Online–fall & spr)
*This course is offered through ARCC's Concurrent Enrollment Program

HPER 1112 Nutrition, 3 credits

Overview of basic principles of nutrition, as well as current problems and topics regarding both personal and world nutrition. Topics include contemporary issues such as food labeling, dieting practices, eating disorders, fitness, malnutrition, and nutrition throughout the life cycle.(CR, CC and online–fall & spr)

HPER 1115 Stress Management, 3 credits

(Cross-listed as PSYC 1115)
This course is designed to provide students with pragmatic tools for dealing with real life situations. This course is intended to be an investigation of various theories and techniques used in effective stress management. It is designed to help students develop useful tools for managing the everyday stresses of life. Much of the course will be devoted to the exploration and discussion of the nature of stress. A major focus of the course will be to increase your understanding of how we perceive stress, react to it, and cope with it. CR & CC–fall & spr; CR, CC & online-sum)

HPER 1117 Introduction to Meditation & Mindfulness, 1 credits

(Cross-listed as PSYC 1115)
Students will develop an understanding of the cultural and historical background of various forms of meditation. Current research on meditation and mindfulness practices in relation to mental and physical well-being will be examined. Students will develop the ability to enter a calm and centered state of awareness through working with the body, the breath, and the mind.

HPER 1120 Wellness for Life, 4 credits

This course focuses on the knowledge and skills necessary for the development and enhancement of a healthy lifestyle throughout the life span. Students will develop skills to assess their current wellness levels and be able to develop a plan to positively enhance their personal health and fitness status. (This four-credit course includes two credits of classroom instruction and two credits from a selected group of activity courses. Students must register for HPER 1120 and the activity course concurrently.) (CR, CC & online-fall; CR & online-spr)

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

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HPER 1123 Outdoor Activities, 1 credit

This course will introduce the basic skills needed for several outdoor activities. Summer/fall activities may include: canoeing, kayaking, orienteering, rock climbing, adventure rope courses, hiking, camping, and outdoor cooking. Winter/spring activities may include cross-country skiing, snowshoeing, winter survival skills, winter camping. (CC-fall)

HPER 1124 Canoeing, 1 credit

Practice of techniques, principles, and safety for beginning canoeists.

HPER 1132 Skiing, 1 credit

Class meets off campus at a commercial ski area. Beginning through advanced skiing will be taught. Students will be separated in groups according to skiing abilities at the ski area. An extra fee is required for lessons and lift ticket. Equipment rental is available, if needed, at the ski area. The student is required to arrange his/her own transportation to and from the ski area.

HPER 1133 Cross Country Skiing, 1 credit

Equipment and clothing selection, safety, diagonal stride, double poling, turns, uphill and downhill technique. Class meets on and off campus.

HPER 1134 Snowboarding, 1 credit

Class meets off campus at a commercial ski/snowboard area. Beginning through advanced snowboarding will be taught. Students will be separated in groups according to snowboarding abilities at the ski/snowboard area. An extra fee is required for lift tickets. Equipment rental is available if needed, at the ski/snowboard area. The student is required to arrange his/her own transportation to and from the ski area.

HPER 1144 Camping, 2 credits

Practices of principles and techniques related to outdoor camping. All students will participate in field trips, cookouts, tenting, etc. Basic skills related to outdoor living and appreciation of the outdoors are the main focus. Students need to have access to some camping equipment and be able to participate in one weekend camping experience. (CC-sum)

HPER 1145 Yoga, 1 credit

This beginning level course is designed to focus on improving muscular strength, muscular endurance, flexibility, and balance through performing sequences of yoga poses. This course also emphasizes relaxation and breathing techniques to reduce stress and improve concentration. (CR-fall, CC & CR-spr)
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HPER 1152 Aerobic Fitness, 2 credits

Introduces students to basic knowledge of aerobic conditioning and methods in which to improve lifelong wellness. Muscular and cardiovascular fitness will be developed through the use of various forms of activities. Coursework includes lecture, lab and active participation. Emphasis is on individual's need and capabilities. (CR–fall & spr)

HPER 1153 Zumba, 1 credit

This is a course designed to focus on improving muscular strength, muscular endurance, cardiovascular endurance and coordination through Latin-inspired dance movements. It is an instructor-led group fitness activity where students learn choreographed steps. No dance experience necessary.

HPER 1155 Archery, 1 credit

This course is designed to introduce basic skills, techniques and etiquette of archery. Fundamentals of form, safety, and choice and care of equipment will be stressed. Emphasis on correct form, safety, choice and care of equipment, as well as an appreciation for a lifetime activity.

HPER 1156 Golf, 1 credit

This beginning level course is designed to focus on the fundamentals which include etiquette, club selection, swing mechanics, rules, strategies and competition relative to the game of golf. Access to golf equipment is required.

HPER 1157 Tennis, 1 credit

This course is designed to introduce begining skills, techniques, rules and strategies for the beginning tennis player. Emphasis on correct form, timing, and court movement, as well as an appreciation for a lifetime activity.

HPER 1159 Bowling, 1 credit

This course is designed to introduce basic bowling skills, techniques and rules. Emphasis will be placed on fundamentals, etiquette and scoring, as well as an appreciation for a lifetime activity. (CR –fall & spr)

HPER 1160 Weight Training & Conditioning   2 credits

A beginning weight training and conditioning class with an emphasis on improvement of total body fitness: strength, endurance, power, flexibility, body composition, and cardiovascular efficiency through weight resistance exercises and conditioning. (CR & CC-fall & spr; CR-sum)

HPER 1163 Badminton, 1 credit

This course is designed to introduce basic badminton skills, techniques, rules and strategies for singles and doubles play with a focus on development of various strokes, serves, and offensive and defensive strategies.

HPER 1165 Fitness Walking, 2 credits

This course is designed to establish a basic understanding of fitness, improve cardiovascular health by participating in a walking program and promote walking as a lifelong activity. (CR, CC & online-fall; CR & online-spr & sum)

HPER 1166 Jogging/Running, 2 credits

This activity class is designed to teach basic running/jogging skills and techniques. Runners at any level can benefit from this class. The main emphasis is on improving both knowledge of aerobic fitnees and personal cardiovascular improvement, as well as an appreciation for a lifetime activity.

HPER 1169 Pickleball, 1 credit

Pickleball is a modernized racquet game incorporating skills from tennis, badminton, and racquetball. This class is designed to improve level of individual pickleball skills as well as concepts of team play. Focus will be on skills, teamwork, knowledge of the game, as well as looking at pickleball as a lifetime activity.

HPER 1170 Intermediate Weight Training & Conditioning, 2 credits

Recommended Skills, Abilities, or Coursework; Experience in weight training is recommended.

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

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Fitness course designed for students with experience in weight training whose interest involve the development of an exercise program based on their individual needs and fitness level. Students will design their own fitness program with the help of the instructor. Areas of interest may include weight training, cardiovascular training, and flexibility training. (CR-fall & spr)

HPER 1171 Bicycle Touring, 1 credit
An introduction to bicycle touring for leisure and exercise. This course is designed to introduce basic bicycling skills, maintenacnce and safety. Emphasis will be placed on techniques as well as an appreciation for a lifetime activity.

HPER 1172 Karate, 1 credit
Okinawa Shuri—te Karate (karate meaning "empty hands") is an ancient technique in weaponless self-defense. Emphasis is placed on learning an Oriental art form. Students should expect increased physical involvement as training progresses. (CR-fall, spr & sum)

HPER 1173 Taekwondo, 1 credit
This course is an introduction to fundamental techniques and principles of Taekwondo. Taekwondo, which means the 'way of hand and foot', is an ancient Korean martial art that fosters techniques of self-defense while promoting health of mind and body. The Asian traditions which underlie this martial art will also be emphasized in this course. Physical and mental training characterizes each class session.

HPER 1174 Basketball, 1 credit
This is an introductory course to the game of basketball. This course is designed to introduce basic basketball skills, techniques and rules. Emphasis will be placed on fundamentals, etiquette and strategies, as well as an appreciation for a lifetime activity.

HPER 1175 Volleyball, 1 credit
This course is designed to introduce the basic fundamentals of volleyball. Students will learn the rules, strategies and proper etiquette as well as an appreciation for a lifetime activity. The ability to perform the fundamentals will be demonstrated in game situations.

HPER 1176 Intermediate Volleyball, 1 credit
This course is designed to introduce intermediate volleyball skills, techniques and rules. Emphasis will be placed on refining fundamentals, developing advanced skills and strategies, as well as an appreciation for a lifetime activity.

HPER 1178 Softball, 1 credit
This course is designed to introduce the basic skills, techniques and strategies of slowpitch softball. Emphasis will be on correct form, safety, and choice and care of equipment, as well as on appreciation for a lifetime of activity.

HPER 1200 Anatomy of Movement, 2 credits
This course addresses the physiological and mechanical basis of movement. Topics include muscle physiology and types of muscle contractions, the body planes in which various movements occur, and the bones, muscles, and other structures that enable and support movement. This course is designed for the student pursuing a career in the fitness industry and/or a certificate in the Fitness Specialist program, the A.S. in Exercise Science, as well as those interested in furthering their understanding of the effects of physical activity and exercise on the body. (CR-fall)

HPER 2205 Prevention & Care of Athletic Injuries, 2 credits
Introductory class to basic athletic training. Class will cover a variety of topics including anatomy, injury prevention, conditioning, healing, injury care, rehabilitation, and practical skills such as taping and wrapping. (CC-fall; CR-spr)

HPER 2206 Introduction to Exercise Physiology, 4 credits
Recommended Skills, Abilities, or Coursework: Basic understanding of anatomy and physiology as well as basic wellness concepts (including weight training, conditioning, and aerobic fitness).
This course introduces the science behind physical movement, and provides students with an overview of the acute and chronic effects of physical activity and training on various systems of the body, including the musculoskeletal, cardiorespiratory and nervous systems. This course is designed for students pursuing a career in the fitness industry as well as those interested in furthering their understanding of the effects of exercise on the human body. (Online-fall; CR-spr)

HPER 2207 Fitness Testing & Exercise Prescription, 3 credits
Prerequisite: HPER 1200.
Recommended Skills, Abilities, or Coursework: Basic understanding of anatomy and physiology as well as basic wellness concepts (including weight training, conditioning, and aerobic fitness).
This course provides an overview of how to assess cardiorespiratory endurance, muscular strength and endurance, flexibility, body fat, pulmonary function, and blood pressure and evaluate the results. Emphasis is placed on determining the appropriate test, conducting the test, evaluating the results, and creating an exercise program. This course is designed for the student pursuing a career in the fitness industry, a certificate in the proposed Fitness Specialist Program, as well as those interested in furthering their understanding of the effects of exercise on the mind and body. (CR-spr)

HPER 2208 Concepts in Personal Training, 2 credits
Recommended Skills, Abilities, or Coursework: Basic understanding of anatomy and physiology as well as basic wellness concepts (including weight training, conditioning, and aerobic fitness).
This course is designed to familiarize and reinforce students' understanding of personal training concepts and will help students prepare for a national personal trainer certification exam. Concepts will include implemention and modification of exercise recommendations and programs, behavior modification, communication and professionalism, and business and legal considerations. (CR-spr)

HPER 2210/2211/2215/2217/2219 Intercollegiate Sports, 0-1 credit
Recommended Skills, Abilities, or Coursework: Recent participant in the sport at high school level, high level of fitness & athleticism, varsity team member based on tryout with the coach.
Fundamentals, techniques, strategy, practice and competition. No more than one course from this list may be applied toward the wellness requirement. Students may repeat the course to gain a maximum of 2 credits per sport.

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- HPER 2210 Intercollegiate Baseball (CR-spr)
- HPER 2211 Intercollegiate Basketball (CR-fall & spr)
- HPER 2215 Intercollegiate Soccer (CR-fall)
- HPER 2217 Intercollegiate Softball (CC-spr)
- HPER 2219 Intercollegiate Volleyball (CR-fall)

HPER 2230 Introduction to Sport Management 3 credits
This course is designed to introduce the student to the field of Sport Management. It includes a broad base of topics pertaining to the sport, fitness, and recreation industries. Topics include: youth sport, interscholastic sport, intercollegiate sport, professional sport, international sport, fitness and recreational sport, marketing, media and communications, event and facility management, legal and ethical challenges, sport and society and current events related to sport. (CR-spr)

HPER 2240 Coaching & Officiating Theory, 3 credits
This course covers the following topics: communication styles, coaching philosophies, officiating styles, behavior management in sport, teaching progression, game management for coaches and officials, psychology of coaching, conflict management, and the fundamentals of physical training. (CR-spr)

HPER 2296 Field Experience & Seminar for Fitness Specialist, 2 credits
Prerequisite: Permission of Instructor.
This course will provide the student with the opportunity to focus on knowledge gained in the Health and Physical Education classes. It will allow students to perform hands-on work experience to help direct their individual learning. (CR-fall, spr & sum)

HPER 2297 Field Experience & Seminar in Athletic Coaching, 2 credits
Prerequisite: Permission of Instructor.
This course will provide the student with the opportunity to focus on knowledge gained in the Athletic Coaching classes. It will allow students to perform hands-on work experience to help direct their individual learning. (CR-fall, spr & sum)

HPER 2299 Independent Study, 1-3 credits
Prerequisite: Completion of Wellness requirement.
Designed to offer students the opportunity to do extensive reading or research on a specific topic in public health or physical education.

History

HIST 1101 Minnesota History, 3 credits
(Meets MnTC Goal 5C)
Survey of Minnesota history—the people, institutions, and cultural traditions, from geologic origins to the present. Includes such topics as Ice Age, indigenous peoples, exploration and the French fur trade, red-white relations, the treaty process, and social, economic, and political developments. May include field trips to historic sites. (CR-fall; online- spr & sum)

HIST 1103 Contemporary World History, 3 credits
(Meets MnTC Goals 5C & 8)
One year of U.S. and World History in high school is recommended.

Historical analysis of the contemporary world in global perspective from the aftermath of World War II to the present. Topics surveyed will include such areas as WWII and the Peace, Cold War containment, global, social and economic patterns, neo-imperialism, assassinations, decolonization, peace initiatives; local and international perspectives of global conditions and events; and global terrorism. (CR-fall & spr; online- spr)

HIST 1110 World War II, 3 credits
(Meets MnTC Goals 5C & 8)
One year of U.S. or World History in high school is recommended.
Historical introduction to WWII including analysis of such topics as the causes of war and peace; strategy, tactics and technologies in the major theatres; political and military leadership; and war crimes. (CR-fall & spr; CC- spr)

HIST 1111 Modern World Civilizations I: 1500-1870, 4 credits
(Meets MnTC Goals 5C & 8)
One social science and/or one writing course at college level recommended.
Survey of world civilizations from about 1500-1870 emphasizing major historical transformations and processes that have shaped the interrelated global experience. Topics include Reformation, colonization, mercantile imperialism, Enlightenment, the French Revolution, 19th Century Liberalism, industrialization, urbanization, socialism and nationalism as they have affected life in Europe, Middle East, Asia, South America, and Africa. (Online- fall; CR- spr)

HIST 1121* Modern World Civilizations II: 1870 to the Present, 4 credits
(Meets MnTC Goals 5C & 8)
Survey of world civilizations from about 1870 to the present emphasizing major historical transformations and processes that have shaped the interrelated global experience. Topics include capitalism and imperialism, social turmoil in the West, Russian Revolution, World War I, totalitarianism, world depression, World War II, the Cold War and neo-imperialism, decolonization and globalization, as they have affected life in Europe, Middle East, Asia, South America and Africa. One social science and/or one writing course at the college level is recommended. (CR & CC- fall; online- spr)
*This course is offered through ARCC's Concurrent Enrollment Program

HIST 1141* Ancient & Medieval World History, 4 credits
(Meets MnTC Goals 2 & 5C)
Successful completion of at least one social science course and one writing course at college level is recommended. Survey of human pre-history, the agricultural revolution, and rise and fall of civilizations in Africa, Asia, the Americas, and Europe from ancient through the medieval period. (CR-fall & spr)
*This course is offered through ARCC's Concurrent Enrollment Program

HIST 1160 History of Africa, 4 credits
(Meets MnTC Goals 5C & 8)
Recommended Skills, Abilities, or Coursework: One social science and/or writing course at college level recommended.
A study of the history of Africa, from pre-historic times to the present, that explores the rich and diverse heritage of the African peoples, the myths, stereotypes of and the historical dynamic between the West and Africa

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

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and its impact in today's world, and develops an understanding of both Africa's potential and the social, economic and political difficulties facing the continent in the modern age.

HIST 2211* U.S. History I, 4 credits
(Meets MnTC Goals 5C & 9)
Survey of U.S. history to about 1876 including such topics as indigenous peoples, exploration, colonial times, the American revolution, and Constitution, the young republic, growth of democracy, territorial expansion, slavery, Civil War and Reconstruction. (Online-fall, spr & sum; CR & CC- spr)
*This course is offered through ARCC's Concurrent Enrollment Program

HIST 2221* U.S. History II, 4 credits
(Meets MnTC Goals 5C & 9)
Survey of U.S. history from about 1877-present including such topics as industrialization, Populist protest, U.S. imperialism, progressivism, the Great War, the Great Depression, the New Deal, WWII, and the post-war era. (CR & CC- fall; CR- spr; online- sum)
*This course is offered through ARCC's Concurrent Enrollment Program

HIST 2240 America in the Vietnam Era, 3 credits
(Meets MnTC Goals 7 & 9)
Historical introduction to the Vietnam War and the dramatic social, economic, cultural and political transformations of the Vietnam era. Includes the French Conquest, rise of nationalism, WWII and Cold War containment, secret CIA operations, civil rights movement, Environmental movement, Black Power, counterculture, political murder, anti-war movement, Watergate, Pentagon/VA transgressions, and normalization. (Online- spr)

HIST 2242 History of Women in Modern America, 3 credits
(Meets MnTC Goals 5C & 7) (Cross-listed as WOST 2242)
This course examines women's experiences in America from 1900 to the present. We will consider the relationship between race, class, gender and sexuality as we learn about women's roles as reformers, consumers, activists, students, mothers, workers, immigrants, etc. Topics covered include: African-American women and the "Jim Crow" south, women's participation in reform movements, the achievement of the right to vote and the debate about the Equal Rights Amendment, women in the "Roaring Twenties" and Great Depression, the "Feminine Mystique" and Cold War America, women's participation in major social movements such as the Civil Rights Movement, the anti-Vietnam War movement, the Black Power movement, and the Women's Rights Movement. We will read extensively from original documents ("primary sources") for class discussion and to develop critical-thinking skills about historical methods. (CR- fall)

HIST 2262* History of Britain in the Middle Ages, 3 credits
(Meets MnTC Goals 2 & 5C)
This course will provide a survey of the history of Britain; from the ancient period including the Celts (Roman invasion, Artorius (Arthur legend), Angeles/Saxons/Jutes), through the High Middle Ages (Viking invasions, Celtic Church, Roman Church, Norman Invasion), up to the end of the 14th century (Magna Carta, Crusades, Scottish War for Independence, Welsh Rebellion, Hundred Year War, etc.). One college-level history course is recommended.
*This course is offered through ARCC's Concurrent Enrollment Program

HIST 2280 History of Immigration and Ethnicity in the United States, 4 credits
(MnTC Goals 5 and 7)
Recommended Skills, Abilities, or Coursework: College-level reading and writing
This course examines the experiences of immigrants and ethnic groups in the United States from the colonial period to the present. Topics covered include: unfree labor in the colonial period, the Atlantic slave trade, relocation of American Indians, and the experiences of immigrant groups throughout U.S. history, with a focus on Minnesota's largest ethnic and immigrant groups. We will discuss examples of discrimination against ethnic groups, and how government immigration policies have changed, often in response to anti-immigration social movements. This course also focuses on the concept of assimilation and the meaning of citizenship as our nation becomes increasingly diverse and multi-cultural.

HIST 2282 Warfare in the Ancient & Medieval World, 3 credits
(Meets MnTC Goals 2 & 5C)
Historical introduction to warfare in the ancient and medieval world including analysis of such topics as the causes of war and peace; strategy, tactics and technologies in Europe and the Middle East; and political and military leadership. (CR- fall)

HIST 2299 Independent Study, 1-3 credits
Prerequisite: Two courses in history successfully completed.
Designed to offer students the opportunity to do extensive reading or research on a specific topic in history.

Human Resources

See separate course listings for Business beginning on page 112.

Human Services

HSER 1100 Nursing Assistant Registered (NAR)/ Home Health Aide, 4 credits
Designed to prepare students for entry-level jobs in nursing homes, home health care, private homes, and other health-care facilities. Course provides instruction and practice of basic nursing skills, communication skills, infection control techniques, mental health, and social service needs. The Nursing Assistant/Home Health Aide will be able to perform tasks related to resident care and supportive to nursing services. Following successful completion of this course the student will be eligible to sit for the Minnesota Nursing Assistant/Home Health Care Certification Competency Examination.

Humanities

HUM 1103 Appreciation of the Film as Art, 3 credits
Study of the main genres of the film as art and a medium of communication peculiar to the twentieth century. Designed to create more intelligent and critical film viewers, the course incorporates relevant films, textural materials, and attendance at performances.

◆ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

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HUM 1104 Developing a Philosophy of Life, 2 credits

Focuses upon the three major issues which every human being must face in developing a philosophy of life: man's relation to nature; man's relation to his/her fellow man; man's relation to him/herself. Through speakers, reading the newspaper and other articles, journals, lectures and discussion groups, the course will try to expand the student's awareness of the major issues of our time. It will also try to enable the student to form a clear and well-defended point of view in relation to these issues.

HUM 1111 Spanish & Latin American Culture: Pre-Columbia Civilizations, 3 credits

(Meets MnTC Goals 6B & 8) (Cross-listed with SPAN 1111)

Acquaints students with the civilizations and cultures of Spain and Latin America, with an emphasis on Pre-Columbian civilizations that existed before the arrival of the Spaniards, including the Olmec, Maya, Toltec and Aztec civilizations. The destruction of the Pre-Columbian civilizations by the Conquistadors will also be analyzed. This course is taught in English; no previous knowledge of Spanish is required.

HUM 1112 Spanish & Latin American Culture: Conquest to present, 3 credits

(Meets MnTC Goals 6B & 8) (Cross-listed with SPAN 1112)

An introduction to the culture of the Spanish-speaking world from the time of the Spanish Conquest to the present with respect to politics and social life, literature, religion, music and the arts. Through assigned readings and multi-media presentations students will discover the rich variety of Hispanic cultures that exist today and how have they developed over the past 500 years. (CR-fall)

HUM 1130 Humanities Symposia, 1-2 credits

(Meets MnTC Goals 6B & 8)

Study of a topic of the humanities that is interdisciplinary in focus and representative of different cultural perspectives. Students participate in a semester-long series of lectures, discussions, and artistic performances.

HUM 1141 Humanities in the Age of Enlightenment, 3 credits

(Meets MnTC Goals 6B & 8)

Study of the development and transformation of Western Study of the development and transformation of Western culture that began in the 17th century and climaxed in the Scientific Revolution and the Age of Enlightenment of the 18th century. The course emphasizes ideas in their time frame; illustrates how creative achievements like music, art, literature, philosophy, architecture, science, and society influence one another; and provides an understanding of how people inherit as well as create culture. (CR-fall)

HUM 1151 Humanities in the Era of Romanticism & Realism, 3 credits

(Meets MnTC Goals 6B & 8)

Study of 19th century Western culture, emphasizing ideas associated with the age of romanticism, the development of socialism, feminism, industrialization, and evolutionary theory. Illustrates how 19th century creative achievements like music, art, literature, philosophy, architecture, science, and society influence one another and reflect their times. Provides an understanding of how people inherit as well as create culture. (CR-spr)

HUM 1161 Humanities in the Modern to Post-Modern World, 3 credits

(Meets MnTC Goals 6B & 8)

Covers the development and transformation of Western culture that began in the 19th century and continues in the 21st century. Illustrates how creative achievements like music, art, literature, philosophy, architecture, science, and society respond to, and reflect, the 20th century experience of totalitarianism, mass society, modern technology, and world war. Provides and understanding of how people inherit, as well as create, culture, and how new ideas contribute to a continuing dialogue about the human condition. (Online-fall & spr)

HUM 1171 Honors Seminar, 3 credits

(Meets MnTC Goals 6B & 8)

Prerequisites: ENGL 1121 with a grade of C or better and member of the Honors Program or consent of instructor.

Directed, in-depth study in the humanities with a focus that is interdisciplinary, with ties to economic and sociological concerns, and pertinent to different international and cultural perspectives.

HUM 1172 Honors Experience, 3 credits

(Meets MnTC Goal 6B)

Prerequisite: ENGL 1121, member of the Honors Program, or consent of instructor.

Experiential study and exploration of a city or cities, usually Minneapolis and St. Paul, through a variety of perspectives including creative endeavors, nature and history of the city, cultural and ethnic diversity, and interpretation of personal emotions and reflections as both observer and participant in city life.

HUM 1211 Introduction to German Culture, 3 credits

(Meets MnTC Goals 6B & 8) (Cross-listed with GERM 1111.)

Introduction to the civilization and culture of the German-speaking world, with emphasis on the comparison of cultures and on present trends in political and social life, literature and the arts. This course is taught in English; no previous knowledge of German is required. (CR-spr)

HUM 1311 Introduction to French Culture, 3 credits

(Meets MnTC Goals 6B & 8) (Cross-listed as FREN 1111)

Introduction to the civilization and culture of the French-speaking world, with emphasis on the comparison of cultures and on present trends in political and social life, literature and the arts. This course is taught in English; no previous knowledge of French is required. (CR-fall)

HUM 1411 Introduction to Chinese Culture, 3 credits

(Meets MnTC Goals 6B & 8) (Cross-listed as CHIN 1111)

This is an introductory course to China and its cultural heritage. Hum 1411 surveys the development of China from the ancient period to the modern era, exploring the country's customs, political institutions; economic development; history, religion and philosophy; literature, art and architecture; as well as science and technology. (CR-fall & spr)

HUM 1511 Introduction to Islam and Culture, 3 credits

(MnTC Goals 8 & 9)

This course aims to foster an accurate and nuanced understanding of Islam in its influence upon, and development within, many cultures. The course will introduce students to the foundational events and historical develop-

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ment of Islam as a religion and a culture within diverse political structures throughout the Muslim world. Special attention will also be given to the contemporary Muslim world and dialogue with Western culture.

HUM 2200 Field Study Abroad, 1-3 credits

(Cross-listed as CHIN 2200, FREN 2200, GERM 2200, or SPAN 2200)
Students travel to one or more countries to observe firsthand both ancient and modern components of these civilizations. When offered for credit, a classroom segment will precede the trip, covering such topics as a brief history of the area to be visited, cultural differences, etc. No foreign language knowledge is required.

HUM 2231 Introduction to Africa, 3 credits

(Meets MnTC Goals 6B & 8)
Designed to introduce students to Africa. Examines the geographic, historical, and cultural diversity of North, East, West, and South African societies and provides an understanding of modern Africa by exploring African literature, art, music, political and economic structures, and social structures. Applicable to world and global studies requirements.

HUM 2232 Women in Western Civilization, 3 credits

(Meets MnTC Goals 6B & 7)
Study of women within the social and cultural history of Western civilization. Examines women in the sciences and the arts, women in positions of power and subordination, and looks at the question of gender in Western traditions.

HUM 2233 Women in American Culture, 3 credits

(Meets MnTC Goals 6B & 7) (Cross-listed as WOST 2233)
Designed to introduce students to issues of gender, class, and race in the United States social and cultural histories. Examines the cultural legacies and traditions which have shaped both the past and present. Provides an appreciation for the role women have had in this country's progress and examines the impacts gender assumptions play in work, social values, and directions for our nation's future.

HUM 2234 Women in a Global Perspective, 3 credits

(Meets MnTC Goals 6B & 8) (Cross-listed as WOST 2234)
Introduces the study of gender and women's issues in countries outside the USA. Designed to examine issues of cultural diversity, race, class, religious and social structures, literature and the arts, politics and economic development in countries such as China, Africa, the Pacific Rim, Europe, Russia, and Latin America.

HUM 2241 Heritage of the Western World I: The Greek World, 3 credits

(Meets MnTC Goals 6B & 8)
Study, in historical context, of classics of the ancient and medieval worlds—philosophical, political, literary—that have proved of enduring value or influence in molding the civilization of our time. Works will be read either in their entirety or in part (e.g., The Iliad, Oedipus, Plato's Republic, The Bible, The Inferno, More's Utopia, Luther's Address, Dr. Faustus).

HUM 2251 Heritage of the Western World II: Rome & Christianity 3 credits

(Meets MnTC Goals 6B & 8)
Study, in historical context, of classics of the ancient and medieval worlds—philosophical, political, literary—that have proved of enduring value or influence in molding the civilization of our time. Works will be read either in their entirety or in part (e.g., The Iliad, Oedipus, Plato's Republic, The Bible, The Inferno, More's Utopia, Luther's Address, Dr. Faustus).

HUM 2261 Heritage of the Western World III: Medieval World 3 credits

(Meets MnTC Goals 6B & 8)
Study, in historical context, of classics of the ancient and medieval worlds—philosophical, political, and literary—that have proved of enduring value or influence in molding the civilization of our time. Works will be read either in their entirety or in part (e.g., The Iliad, Oedipus, Plato's Republic, The Bible, The Inferno, More's Utopia, Luther's Address, Dr. Faustus).

HUM 2271 Heritage of the Western World IV: Renaissance & Reformation, 3 credits

(Meets MnTC Goals 6B & 8)
Study, in historical context, of classics of the ancient and medieval worlds—philosophical, political, and literary—that have proved of enduring value or influence in molding the civilization of our time. Works will be read either in their entirety or in part (e.g., The Iliad, Oedipus, Plato's Republic, The Bible, The Inferno, More's Utopia, Luther's Address, Dr. Faustus). (Online-fall, spr)

HUM 2299 Independent Study, 1-3 credits

Prerequisite: Two courses in humanities successfully completed.
Designed to offer students the opportunity to do extensive reading or research on a specific topic in humanities.

Individualized Educational Planning

Also see separate listing for Interdisciplinary Studies on page 137.

ICBE 1101 Individualized Educational Planning 1 credit

Prerequisite: Permission of instructor.
Offers students a process by which credit can be gained for work and life experiences within a unified educational program of study. Students are involved in an interactive planning process that leads to the completion of a degree plan to include educational goals, career goals, competency statements, learning strategies and assessment techniques. Each student will identify a course mix and plan for completion that reflects the necessary education and training for his or her career focus. The course is a prerequisite for any student wanting to utilize the process of the Competency-Based Education program. Participation must be arranged with the instructor prior to registration.

Integrative Health & Healing

IHH 1100 Introduction to Holistic Healing, 2 credits

This course is strongly recommended as a first class for those with no previ-

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ous integrative health and healing experience. This course gives students an overview and foundation of the field of integrative health and healing. Students will explore the interconnectedness of mind, body and spirit of the human system as well as healing through social, cultural, environmental and global perspectives of healing. Students will also discuss and evaluate emerging trends in holistic health and the complexities around current healthcare models. (CR-fall, online-spr)

IHH 1102 Energy Healing, 3 credits
Prerequisite: IHH 1100 is strongly recommended.
Introduction to concepts and theories of energy, energy structures, bioenergetic auric field and the life force. Utilize the concept of the energy matrix to explain the energetic connection among individuals and the environment and examine the impact of energetic interactions and energy transfer on healing. Specific energy healing therapies will be discussed. (CR-fall in even years)

IHH 1103 Movement & Body Manipulation Therapies, 3 credits
Prerequisite: IHH 1100 is strongly recommended.
This course provides an introduction of movement and body manipulation therapies including chiropractic, osteopathy, massage, craniosacral therapy, reflexology, qigong, tai chi, and yoga. Students will learn the uses and benefits of each therapy and have the opportunity to create a personal preventative body movement plan for self-care. (CR-fall in even years)

IHH 1105 Introduction to Massage/Reflexology, 2 credits
Recommended Ability: College-level reading.
The course provides an overview of massage therapy and reflexology as it relates to Integrative Health and Healing. The student will learn basic techniques through theory, demonstration and practice. Students will explore legal and professional ethics relating to touch and well as identify research supporting massage and reflexology in healthcare.

IHH 1110 Aromatherapy, 2 credits
Recommended Ability: College-level reading.
This course will introduce the concepts of aromatherapy and the use of essential oils to promote health and well being. Students will explore the art and science of aromatherapy and the effects on the body, the chemistry of essential oils, therapeutic actions and important safety guidelines.

IHH 1200 Holistic Hospice & Palliative Care, 3 credits
Recommended Ability: College-level reading.
This course will provide an overview of the holistic philosophy of care associated with clients at the end of life. The student will learn to establish physical, mental, emotional and spiritual methods therapies to promote self-actualization of the client and to promote self-care for families and other caregivers.

IHH 1205 Cross-Cultural Issues Related to Dying, 3 credits
Recommended Ability: College-level reading.
This course provides an understanding of healing traditions and beliefs systems of many cultures. Various spiritual and religious views of dying will be discussed. Other content areas include historical perspectives, gender issues, cultural traditions, and rituals, and practices used to honor patients and families. An exploration of the individual student's attitudes toward death will enable the student to be comfortable asking the right questions of clients to support their culture and beliefs.

IHH 1300 The Aging Transformation & Geriatric Holistic Health, 3 credits
Recommended Ability: College-level reading.
This course will identify demographics of the geriatric population and understand the aging process myths and facts. Cognitive, physical, emotional, social and environmental impacts of aging will be discussed. The use of holistic therapies and their benefit to the geriatric population will be explored. The legal and ethical issues related to aging, such as advanced healthcare directives and living wills will be discussed.

IHH 1305 Integration of Holistic Therapies in Geriatric Care, 3 credits
Recommended Ability: College-level reading.
This course will identify the use of holistic therapies and the geriatric population. Students will learn how to identify appropriate clients for these therapies and how holistic therapies can improve an individual's quality of life. Discussions will include the use of modalities to relieve pain, decrease anxiety, decrease agitation, decrease sensory impairment, help prevent falls, and increase mobility.

IHH 2100 Holistic Healing Systems, 3 credits
IHH 1100 is strongly recommended.
This course provides an understanding of various holistic healing systems such as Ayurveda, Homeopathy, Naturopathic Medicine, Traditional Chinese Medicine, Native American, Tibetan practices, and others. Students will identify and describe the key beliefs, underlying principles and theoretical basis for each and examine social, cultural, environmental and global perspectives of healing within these healing systems. (CR-fall in odd years)

IHH 2101 Mind/Body Connections, 3 credits
Prerequisites: BIOL 1104 & PSYC 1110.
IHH 1100 is strongly recommended.
This course provides an understanding of how mind/body medicine focuses on the interactions among the brain, mind, body, and behavior and the powerful ways in which emotional, mental, social, spiritual, and behavioral factors can directly affect health. Students will define the principles and philosophies of the new field of psychoneuroimmunology and mind/body therapies including guided imagery, music therapy, art therapy, aromatherapy, meditation (different types), mindfulness, biofeedback, breathing, and journaling. (CR-spr in odd years)

IHH 2102 Food as Medicine/Biologically Based Therapies, 3 credits
IHH 1100 is strongly recommended.
This course provides an introduction to nutrition basics and the importance of nutrition for a healthy body, mind and spirit. Students will learn the role nutrition can play in both prevention and treatment of most chronic illness and discuss how environmental and cultural issues affect nutrition. Students will also learn about the history, demographic use, FDA regulation, scientific research and issues of dietary supplements and constituents and properties of herbs and their impact upon the indications and contraindications for herbal use. (CR-spr in even years)

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

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IHH 2103 Spirituality & Healing, 3 credits

IHH 1100 is strongly recommended.

This course introduces students to the impact of belief and spirituality on healing. Students will identify personal core belief systems and values in relation to spirituality and healing and learn cultural aspects of healing, spirituality and ritual. Students w ill learn about the spiritual components of an illness or disease experience and the nature of life-changing aspects of a chronic illness or terminal illness. (Online-fall in even years)

IHH 2104 Health & Wellness Coaching Skills, 2 credits

IHH 1100 is strongly recommended.

This course provides an introduction to coaching for health and wellness. Students will define coaching, distinguish between coaching and therapy, and learn coaching skills and strategies for holistic health. Students will learn about the behavior change process and develop tools to help clients in the coaching process. Students will describe strategies to create healthy boundaries and ethical responsibilities within the coaching role. (CR-fall in odd years)

IHH 2105 Basics in Business & Ethics in Holistic Healing, 3 credits

IHH 1100 is strongly recommended.

This course provides an overview of business management including finance, insurance and legal aspects specifically related to holistic healing. Students will learn organizational culture, change and how to effectively implement holistic healing initiatives. Learn about the ethical roles and responsibilities of self and the organization and how to handle ethical dilemmas in the practice of holistic healing. (CR-fall in even years)

IHH 2106 Introduction to Qigong, 3 credits

IHH 1100 is strongly recommended.

This course provides an understanding of Qigong. Qigong is a form of meditation exercises that help people increase self-awareness, build internal energy and develop a healthy body physically and spiritually. Describe the history of qigong, general principles of qigong, 3 main elements of qigong, yin/yang philosophy, study of the Universe, 5 keys to success, 5 causes of energy blockage and demonstrate exercises to open energy blockages. (CR-spr in odd years)

IHH 2107 Healing Touch, 3 credits

IHH 1100 is strongly recommended.

This course provides an understanding of the human energy system relationship to physical, emotional, mental and spiritual health and energy principles basic to Healing Touch. Students will assess the energy field and energy centers. Identify a basic Healing Touch sequence and demonstrate specific intervention techniques used in Healing Touch. Discuss applications of Healing Touch in personal and professional practice and develop interviewing and additional assessment skills. (CR-spr in even years)

IHH 2110 Optimal Healing Environments, 2 credits

Recommended Ability: College-level reading

Creating the Optimal Healing Environment incorporates the ancient Chinese Art of placement or Feng Shui to create a harmonious healing environment. These principles will be learned to create healing environments for hospice and palliative care as well as working with the geriatric population. Techniques can also be applied to create your own healing space to enhance the quality of your own life. .

IHH 2280 Holistic Hospice & Palliative Care Capstone Class, 2 credits

Prerequisites: IHH 1200 Holistic Hospice and Palliative care, & permission of program director.

Recommended Ability: College-level reading.

In this capstone class the student will incorporate holistic therapies into hospice and palliative care. The differences and similarities of various healthcare setting that provide holistic therapies will be discussed. Specific holistic therapies will be explored and utilized with hospice staff and families to create a holistic culture of care. This course will include a clinical learning experience.

IHH 2285 Holistic Geriatric Care Capstone Class, 2 credits

Prerequisites: IHH 1305 & prog. director permission.

Recommended Ability: College-level reading.

In this capstone class students will integrate theory and skills for a holistic approach to different stages of aging and geriatric care. Students will utilize critical thinking and decision-making while creating a therapeutic environment for clients within their cultural context. Students will explore various settings providing a continuum of care where holistic therapies can be applied with the geriatric population. Students will write their own life review/their story and create an opportunity to apply a holistic therapy in a geriatric population setting.

IHH 2297 Internship, 3 credits

Prerequisites: IHH 1100, BIOL 1104 & prog. director permission.

The internship is an individually-designed, industry-based learning experience, approved by the faculty and the on-site project supervisor, in a setting consistent with the student's program goals in which the student can integrate skills and knowledge gained in the program. (CR-spr)

Interdisciplinary Studies

CAOR 2297 Career Internships & Field Experience 2-6 credits

Prerequisite: Permission of instructor.

Recommended Ability: 12 semester credits with a grade of C or better and completion of English 1121.

Students participate in a supervised learning experience in a wide variety of community-based or work settings. Participation must be arranged with the Coordinator of Career Services prior to registration. Each registration must include a 1-credit seminar and 45 hours of supervised work experience for every additional registered credit.

ICBE 1101 Individualized Educational Planning, 1 credits

Prerequisites: Coordinator of Career Services Permission.

Offers students a process by which credit can be gained for work and life experiences within a unified educational program of study. Students are involved in an interactive planning process that leads to the completion of a degree plan to include educational goals, career goals, competency statements, learning strategies and assessment techniques. Each student will identify a course mix and plan for completion that reflects the necessary education and training for his or her career focus. The course is a prerequisite for any student wanting to utilize the process of the Compe-

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tency-Based Education program. Participation must be arranged with the Coordinator of Career Services prior to registration.

INTS 1000 First-Year Experience, 2 credits
(Meets MnTC Goal 2)
This course will enhance your college experience, giving the tools you need to not only be successful, but to get the most out of your college experience. The class will teach you where and how to find the resources in college and will help you develop the personal skills necessary to manage your college life and set you up for success in your future career. You will learn the skills necessary to develop awareness and improve your own way of thinking and problem solving. Course may have a theme. (CR & CC-fall, spr & sum)

INTS 1100 On Course, 1 credit
What does it take to succeed not only in college academics but in the adult world of work and relationships? It requires more than the practical skills of studying and job skills. Successful people develop particular qualities that motivate them, make them good team players, and generally empower them to live joyfully and responsibly. The class will also explore intrapersonal traits like emotional intelligence, motivation, and attitudes toward yourself and the world. The class will also address study skills and the ability to use resources to foster your success.

INTS 1200 Introduction to Diversity Studies, 3 credits
(Meets MnTC Goal 5B & 7)
A survey of race, class and gender and other forms of diversity in the United States, the impact of these factors in the social, cultural, political and ideological development of the American experience and an introduction to the theoretical framework in which diversity studies are examined. (CC-fall)

Management

See separate course listings for Business beginning on page 112.

Marketing

See separate course listings for Business beginning on page 112.

Mass Communications

MCOM 1100 Introduction to Mass Communication, 3 credits
(Meets MnTC Goals 2 and 9) (Cross-listed as CMST 1100)
Survey of the history, structure, functions, and responsibilities of newspapers, radio, television; critical consideration of the mass media's role in society; discussion of press and broadcast technology.

MCOM 1109 Practical Experience in Journalism and Mass Communication, 1 credit
Practical work experience in reporting, editing, and photography for the college's newspaper. Work without credit on the college publications is open to any student. Credit is offered for those especially interested in journalism and willing to meet certain minimum time standards and to

participate in weekly staff meetings. Students may repeat this course to gain a maximum of 4 credits.

MCOM 1151 Principles of Public Relations, 3 credits
This course will look at the history, practice, and development of public relations in a democratic society. Students learn how to analyze and critique public relations cases in contemporary culture. Students focus on understanding how to conduct ethical public relations campaigns, learn how to apply public relations principles, and use specific strategies to promote brand awareness.

MCOM 1189 Topics:, 1,2, 3 credits
This course has been developed as a potential permanent course. The course must follow all the same policies and procedures related to curriculum outlined by the college. It does not duplicate existing course offerings. Refer to course notes for specific course description.

MCOM 2121 Media Writing, 3 credits
(Meets MnTC Goal 1)
Recommended Skills, Abilities, or Coursework: College-level reading and writing and English
Introduction to basic techniques and strategies for gathering information and presenting it in writing for the various mass media. Instruction in writing news and feature articles, news releases, public relations, broadcast and advertising copy.

MCOM 2131 Reporting, Writing, and Editing for Online Publications, 3 credits
(Meets MnTC Goal 1)
Recommended Skills, Abilities, or Coursework: Typing, experience using the internet
This course introduces students to both the theory and practice of online mass communication. It exposes them to a wide range of comprehensive readings about this still evolving field and the best of contemporary online mass communication. Students are also required to master the basic skills of online reporting, writing, and editing for the Internet by developing a series of postings ranging from daily blogs to investigative features to commentaries. Students in this class engage in the entire news process from story ideation, identification of sources, research and reporting, writing, revising, editing, and interactive response to readers. In addition, students are expected to master the use of hypertext links in the creation of online copy and are given an opportunity to post digital sound recordings, video and photography to enhance their reporting. Working with the instructor, students post their edited work at one of the community's online publications.

MCOM 2141 Photojournalism, 3 credits
A course in photography for publication, with an emphasis on digital photography and producing photographic images for delivery through a digital medium. Areas of instruction include the operation of the digital camera, preparing images for digital display, principles of photographic communication, photography as part of the journalistic process, photojournalism history, law and ethics, and the use of computers in photographic communication. Prepares students to capture, edit and display photographs in professional publications, especially for publication on the World Wide Web and other digital media.

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MCOM 2151 Multimedia Productions, 3 credits

Recommended Skill, Abilities, or Coursework: MCOM 1100 or CMST 1100

Instruction in designing, creating and delivering audio and video content for delivery through digital media, particularly the Internet, using computer software, hardware and peripherals. Exploration of multimedia interactivity. Examination of media aesthetics, law and ethics as they pertain to multimedia production. General Course Purpose - To give students working knowledge of multimedia applications and how to effectively deliver digital multimedia content to audiences.

MCOM 2299 -- Independent Study, 1,2,3 credits

Independent Study allows a student to earn credit while participating in a supervised learning experience in a community-based or work setting. Students must have successfully completed two courses in the discipline in which they want to undertake independent study. Forms are available in the Educational Services Office. All arrangements must be made prior to registration for the semester in which the project is scheduled and must be approved by the appropriate Dean of Educational Services. In addition, a project outline must be approved by the instructor who will supervise the student's work.

Mathematics

Students registering for their first math course are required to take the Accuplacer, a College Board placement test, to determine placement into the appropriate course. See Placement for Success on page 10 for details.

MATH 0100 Pre-Algebra, 3 credits

Prerequisite: A required score on a math placement test.

Review of the mathematical skills needed for the study of algebra as well as a brief introduction to algebra. Topics include the arithmetic of integers, fractions, decimals, and percents; applications of these arithmetic skills to problems involving measurement, percent, ratio, and proportion; and math study skills. The introduction to algebra consists of operations on signed numbers, algebraic expressions, solving linear equations and an introduction to graphing. (CC & CR-fall & spr; CR-sum)

MATH 0110 Mathematics for Health Sciences, 1 credit

Prerequisite: MATH 0100 with a grade of C or better or appropriate score on a math placement test

Topics include operations with conversion equivalents in standard systems of measurement and the solution of situational problems of drug administration, including oral doses, injections, drugs measured in Units, IV flow rates, and pediatric dosages.

MATH 1120 Mathematics for Educational Arts, 3 credits

(MnTC Goal 4)

Prerequisites: MATH 0250 with a grade of C or better or appropriate score on math placement test

Transfer course intended for bachelor programs in education. Topics include problem solving; sets; numeration systems; operations on integers; fractions and decimal numbers; number theory; and real numbers.

MATH 0240 Mathematical Concepts with Elementary Algebra, 5 credits

Prerequisite: : MATH 0100 (or equivalent course) with a C or better, or appropriate score on the math placement test.

Recommended Skills, Abilities or Coursework: This course is designed for persons who have good arithmetic skills and have had some high school algebra.

Prepares students to take Intermediate Algebra, Liberal Arts Mathematics or Introductory Statistics. The goal of this course is to provide prerequisite topics related to Liberal Arts mathematics and Introductory Statistics along with building the algebraic comprehension and skills needed for an Intermediate Algebra course. Topics include math study skills, STEM/Non-STEM math pathways; properties of the real number system; simplifying algebraic expressions; properties of integer exponents; operations on polynomial expressions; methods for solving linear and quadratic equations and proportions; applications of these equations; introduction of sequences and series; mathematical modeling applications and using graphs to answer questions. (CR & CC-fall, spr, sum; online-fall, spr)

MATH 0250 Intermediate Algebra 5 credits

Prerequisite: Math 0240 with a grade of C or better, appropriate score on math placement test, or equivalent.

This course is a continuation of Math 0240 and prepares students to take Math 1200 or Math 1210. Topics include factoring, linear and quadratic functions; exponents; complex numbers; polynomial, rational and radical expressions; solutions of linear, quadratic, rational, absolute value, exponential, radical, and logarithmic equations; and inequalities. (CR, CC, & online-fall, spr)

MATH 1100 Mathematics for Liberal Arts, 3 credits

(Meets MnTC Goal 4B)

Prerequisite: MATH 0240 or appropriate score on math placement test or equivalent.

This course is designed for students intending to major in liberal arts areas such as English, the social sciences, foreign languages, art, music, etc. The course topics may include (but are not limited to): sets and counting, patterns and symmetry, data collection, probability, statistics, normal distributions, personal finance, voting methods, weighted voting and power, apportionment methods, sequences, mathematical modeling, and graph theory. Note: this course is not a prerequisite for any higher-level math courses. (CC, CR, & online-fall, spr; online-sum)

MATH 1110* Introduction to Statistics, 3 credits

(Meets MnTC Goal 4B)

Prerequisite: MATH 0240 or appropriate score on math placement test or equivalent.

Designed for students who need a practical understanding of elementary statistics. Topics include descriptive statistics, probability, normal and binomial distributions, elementary hypothesis testing, chi-squared and t-tests, correlation, and linear regression. Students will also learn how to use a statistical software package. (CC, CR, & online-fall, spr, sum)

*This course is offered through ARCC's Concurrent Enrollment Program

MATH 1120 Mathematics for Educational Arts, 3 credits

(Meets MnTC Goal 4)

Prerequisite: MATH 0250 with a grade of C or better, or appropriate score on math placement test.

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

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Transfer course intended for bachelor programs in education. Topics include problem solving, sets, numeration systems, operations on integers, fractions and decimal numbers, number theory, and real numbers.

MATH 1200* College Algebra I, 3 credits
(Meets MnTC Goal 4B)

Prerequisites: MATH 0250 (or equivalent course) with a grade of C or better, or an appropriate score on the math placement test.

Recommended Skills, Abilities, or Coursework: The completion of two years of high school algebra and one year of high school geometry.

Topics include functions and function inverses; exponential and logarithmic functions; polynomial and simple rational functions; introduction to linear programming; systems of equations and inequalities; sequences and series; probability; and modeling. The completion of two years of high school algebra and one year of high school geometry is recommended. (CR, CC, & online-fall, spr & sum)

*This course is offered through ARCC's Concurrent Enrollment Program

MATH 1201* College Algebra II & Trigonometry 4 credits
(Meets MnTC Goal 4B)

Prerequisite: Math 1200 (or equivalent course) with a grade of C or better, a required score on math placement test.

Topics covered are trigonometric and circular functions; trigonometric identities and equations; inverse trigonometric functions; rational functions; introduction to matrices and determinants; conics; parametric equations; polar coordinates; and modeling. (CR, CC-fall & spr; CR-sum)

*This course is offered through ARCC's Concurrent Enrollment Program

MATH 1210* Pre-Calculus, 5 credits
(Meets MnTC Goal 4B)

Prerequisites: Appropriate score on the math placement test, or recommendation from your MATH 0250 instructor, or equivalent.

This course is intended to be a one-semester path to Calculus for students who have had at least three years of high school mathematics, including trigonometry. This course consists of material from MATH 1200 and MATH 1201. Topics include polynomial, rational, exponential, logarithmic, and trigonometric functions and their inverses; systems of equations and inequalities; matrices and determinants; trigonometric identities; equations and applications; parametric equations; polar coordinates; sequences and series; probability; conics and modeling. (Cannot be taken for credit if student has received credit for both MATH 1200 and MATH 1201.)(CR fall & spr; & online)

*This course is offered through ARCC's Concurrent Enrollment Program

MATH 1310 Survey of Calculus, 3 credits
(Meets MnTC Goal 4B)

Prerequisite: MATH 1200 with a grade of C or better, or equivalent.

Designed for students who need a one-semester survey course in calculus. Students intending to take the calculus sequence MATH 1400 or MATH 1401 should not take this course. Topics include functions; limits; differentiation of algebraic, exponential and logarithmic functions; integration with Standard forms; and applications to management, social and life sciences.

MATH 1400* Calculus I, 5 credits
(Meets MnTC Goal 4B)

Prerequisite: MATH 1201 or MATH 1210 with a grade of C or better,

appropriate score on a math placement test, or equivalent.

Transfer course intended for bachelor programs in technology, engineering, mathematics, or science, including natural, physical, and social sciences. Topics include limits, derivatives (including trigonometric functions), continuity, applications of derivatives to related rates, optimization and graphing, simple differential equations, Riemann Sums, basic integration techniques, definite integral, and the Fundamental Theorem of Calculus. Students will become proficient with appropriate technology. (CC & CR-fall, spr; CR-sum)

*This course is offered through ARCC's Concurrent Enrollment Program

MATH 1401 Calculus II, 5 credits
(Meets MnTC Goal 4B)

Prerequisite: MATH 1400 with a grade of C or better, or equivalent.

A continuation of Math 1400, this is a transfer course intended for bachelor programs in technology, engineering, mathematics, or science, including natural, physical, and social sciences. Topics include the theory and techniques of integration, application problems involving integration, an introduction to differential equations, and infinite sequences and series, polar coordinates, and parametric curves. (CR- fall, spr & sum; CC-spr)

MATH 2100 Discrete Mathematics, 4 credits
(Cross-listed as CSCI 2100)

Prerequisite: MATH 1400 with a grade of C or better.

Intended for Math and/or Computer Science majors/minors. Topics include logic; sets; functions; partitions and equivalence relations; binary operations; composition of functions; mathematical induction; combinatorics; matrix representations of graphs; isomorphisms of graphics trees and spanning trees; recurrence relations; and generating functions. Applications include Boolean algebra; algorithms and their efficiency; pigeon hold principle, and the halting problem.(CR-spr)

MATH 2200 Linear Algebra, 4 credits
Prerequisite: MATH 1401 with a grade of C or better, or equivalent.

Intended for students majoring in engineering, sciences, or mathematics. Topics include matrix operations, systems of linear equations, determinants, vectors and vector spaces, linear transformations, eigenvalues and eigenvectors, and orthogonality. Supplementary topics and computer assignments may vary. (CR-fall)

MATH 2201 Introductory Linear Algebra, 2 credits
Prerequisite: MATH 1401 with a grade of C or better, or equivalent.

Intended for students in the areas of engineering, sciences, or mathematics who only need an introduction to linear algebra. Topics include matrix operations, systems of linear equations, Gaussian elimination, determinants, matrix inverses, vectors, vector spaces, subspaces, linear independence, dimension, eigenvalues, eigenvectors, and diagonalization. (CR-fall)

MATH 2210 Differential Equations, 4 credits
Prerequisite: MATH 1401 with a grade of C or better, or equivalent.

Intended for students majoring in engineering, sciences, or mathematics. Topics include first and second order differential equations, existence and uniqueness of solutions, systems of linear differential equations, undetermined coefficients, variation of parameters, Laplace transforms, and numerical approximation of solutions. (CR-spr)

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

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MATH 2220 Multivariable Calculus & Vector Analysis, 5 credits

Prerequisite: MATH 1401 with a grade of C or better, or equivalent.
Topics include vectors and analytic geometry in three dimensions, elementary calculus of vector-valued functions, elementary calculus of functions of several variables, multiple integration, vector calculus topics including Green's Theorem and Stokes' Theorem. (CR-fall & spr)

MATH 2230 Probability & Statistics, 3 credits

Prerequisite: MATH 1401 with a grade of C or better, or equivalent, or concurrent enrollment in MATH 1401.
Topics include elementary calculus-based probability and probability distributions, sampling, descriptive statistics, normal and binomial distributions, hypothesis testing, chi-squared and t-tests, correlation, linear regression analysis, and quality control. Students will also learn how to use a statistical software package. Treatment is more mathematical than in MATH 1110.

MATH 2299 Independent Study, 1-3 credits

Prerequisite: Two mathematics courses successfully completed.
Designed to offer students the opportunity to do extensive reading or research on a specific topic in mathematics.

Music

MUSC 1100* Music Appreciation, 3 credits

(Meets MnTC Goal 6C)
Survey of the history and diversity found within primarily western music and its relation to culture and society including a brief survey of the elements of music, incorporating the extensive use of audio recordings and attendance at a live performance. (Online-fall & spr)
*This course is offered through ARCC's Concurrent Enrollment Program

MUSC 1101 Introduction to World Music, 3 credits

(Meets MnTC Goals 7 & 8)
This course will introduce students to music outside of traditional Eurocentric cultures and western art music, to bring a global musical perspective to our students, and to explore the uniquely American musical culture that incorporated influences from these societies. Students will be required to attend and critique a live musical performance to complement the course's extensive use of audio recordings. (CR & online-fall & spr)

MUSC 1102 Class Guitar, 3 credits

(Meets MnTC Goal 6C)
Class guitar is designed to develop an entry-level understanding of beginning guitar technique by applying an understanding of notation, improvisation, and elementary chord construction. This forum provides an opportunity for students to explore their musical aspirations through guitar and expose them to basic musical concepts while exploring a variety of repertoire from diverse times, places and cultures. (CC & CR-fall & spr)

MUSC 1103 Class Piano, 3 credits

(Meets MnTC Goal 6C)
A course in basic technique covering keyboard skills, notation, and repertoire. For the student without previous keyboard experience or with limited piano background who wants to explore a variety of musical repertoire, basic musical terminology and keyboard navigation. (CC & CR-fall; CR-spr)

MUSC 1104* Fundamentals of Music, 3 credits

(Meets MnTC Goal 6C)
Basic introduction to music notation and reading instruction in rhythm, note reading, scales, key signatures, intervals, triads and listening analysis. Intended for students desiring to improve music reading skills. (CR-fall & spr; CC-spr)
*This course is offered through ARCC's Concurrent Enrollment Program

MUSC 1105 Applied Lesson, 1 credit

Private instruction in music–vocal or instrumental. Extra charge for lessons is determined by the college and the rate is assessed per semester. Required of majors and minors in music at most colleges. Fifteen half-hour lessons per semester. Students may repeat this course to earn a maximum of 4 credits. (CC & CR-fall, spr & sum)

MUSC 1106 Concert Band, 0-1 credit

(Meets MnTC Goal 6C)
The ensemble rehearses a variety of concert band literature for study and performance. Open to all students. The ensemble meets the requirements for wind, brass and percussion instrumentalists pursuing the Associates of Fine Arts Degree in Music. No audition is required. Students must read written musical notation for their instrument. Some instruments are available for student use. One to two performances each semester. Weekly scheduled rehearsals. Additional rehearsals may be required. Students may repeat this course to gain a maximum of 4 credits. (CR-fall & spr)

MUSC 1107 String Orchestra, 0-1 credit

(Meets MnTC Goal 6C)
This ensemble rehearses a variety of orchestra literature for study and performance. Ensemble is open to all students. This ensemble meets the requirements for bowed string instrumentalists pursuing the Associates of Fine Arts Degree in Music. No audition is required. Students must read written musical notation for their instruments. One to two performances each semester. Weekly scheduled rehearsals. Additional rehearsals may be required. Students may repeat this course to gain a maximum of 4 credits. (CR-fall & spr)

MUSC 1108 Concert Choir, 0-1 credit

(Meets MnTC Goal 6C)
A mixed chorus that studies and performs a variety of choral literature from classical to popular songs. Ensemble is open to all students. No audition required. This ensemble meets the requirements for vocalists pursuing the Associates of Fine Arts Degree in Music. Multiple concerts each semester. Weekly scheduled rehearsals. Additional rehearsals may be required. Students may repeat to a maximum of four credits. (CC & CR-fall & spr)

MUSC 1109* Singing 101, 3 credits

(Meets MnTC Goal 6C)
The student will learn to develop the voice as an instrument and learn basic fundamentals of music as well as diversity of singing styles and music history. Opportunities to perform for peers and instructor will help develop students as performers. (CC -fall in even years; CR-fall & spr)
*This course is offered through ARCC's Concurrent Enrollment Program

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MUSC 1110* Rock & Roll History, 3 credits

(Meets MnTC Goals 6C & 7)

Rock and Roll History is a study of popular American music, its musical elements, cultural perspectives and historical developments. An emphasis is placed on the impact African-American men and women had on its development. Attendance at a live performance is required. (CC & CR-fall & spr; online-sum)

*This course is offered through ARCC's Concurrent Enrollment Program

MUSC 1111 Jazz History, 3 credits

(Meets MnTC Goals 6C & 7)

An introductory course, designed to help students become familiar with and appreciate jazz as an important American art form. Jazz Is a reflection of the evolution of American society. A historical overview will be used. Attendance at a live performance is required. (Online-fall, spr)

MUSC 1112 Introduction to Songwriting, 3 credits

(MnTC Goal 6)

Recommended Skills, Abilities, or Coursework: Familiarity with major, minor and 7th chords on a harmonic instrument and ability to sing a melody

Introduction to Songwriting explores individual elements of form, lyrics, melody and harmony associated with the popular song. Coursework focuses on combining these elements in song construction and techniques for creating interesting melodic and lyrical ideas. It's recommended that students have familiarity with major, minor and 7th chords on a harmonic instrument and ability to sing a melody, but previous formal music training is not required.

MUSC 1113 Introduction to Music Technology 1 credit

An introduction to computer-based (MAC OS) music technology used in the music profession and music educational settings including music notation and recording software/hardware. (CR-spr)

MUSC 1116 Music Theory I, 3 credits

(Meets MnTC Goal 6C)

Music Theory is an in-depth study of music and its historical and cultural development through music analysis and performance. Intended for students with prior performance experience in music, i. e., band, choir, etc. This course is required for students pursuing an AFA in Music. Students must also register for MUSC 1117–Aural Comprehension I. (CR-fall)

MUSC 1117 Aural Comprehension I, 2 credits

Prerequisites: Required concurrent enrollment in MUSC 1116.

Aural Comprehension prepares the ear to perceive and identify both large and small patterns in music through ear training, sight-singing and rhythmic performance. Intended for students with prior performance experience in music, i.e., band, choir, etc. This course is required for music majors and/or minors. (CR-fall)

MUSC 1120 Music Business: Marketing, Promotion, Publishing, Recording, 3 credits

An introduction to the music industry including recording and performance contracts, business structures in publishing, publicity and advertising, arts administration, copyright law and the role of agents and managers. (CR-spr)

MUSC 1121 Keyboard Skills for Majors I, 2 credits

Prerequisites: Required concurrent enrollment in MUSC 1116.

Applies the concepts of Music Theory I and Aural Comprehension I specifically to the keyboard. Class is two hours per week in keyboard lab developing skills in keyboard navigation, sight reading, scales, chord progressions, harmonizing and transposing. The first in a two-part course sequence (with Keyboard Skills II), this course prepares music majors and minors for required piano proficiency exams in bachelor programs across the country. (CR-fall)

MUSC 1122 Keyboard Skills for Majors II, 1 credit

Prerequisites: Concurrent enrollment in MUSC 1126.

Applies the concepts of Music Theory II and Aural Comprehension II specifically to the keyboard. Class is one hour per week in keyboard lab developing more advanced skills in keyboard fluency: chord-based accompaniment patterns, transposition, sight reading and improvisation. The second in a two-part course sequence (with Keyboard Skills I), this course prepares music majors and minors for required piano proficiency exams in bachelor programs across the country. (CR-spr)

MUSC 1126 Music Theory II, 3 credits

Prerequisite: C or better in MUSC 1116 or permission of the instructor. A continuation of Music 1116. Advanced study of scales, chords, notation chord grammar, ear training and sight singing. An in-depth study of harmony including voice leading, harmonic progression, dominant seventh chord, leading-tone seventh chord, nondominant seventh chords, modulation and secondary dominants and leading-tone chords. This course is required for students pursuing an AFA in Music degree. Students must also register for MUSC 1127 – Aural Comprehension II. (CR-spr)

MUSC 1127 Aural Comprehension II, 2 credits

Prerequisites: MUSC 1117 - Required Concurrent enrollment in MUSC 1126 – Music Theory II.

Aural Comprehension II continues the sequence of ear training and sight-singing. Aural Comprehension continues to develop the ear and its ability to perceive and identify both large and small patterns in music through ear training, sight-singing and rhythmic performance. Intended for students with prior performance experience in music, i.e., band, choir, etc. This course is required for students pursuing an AFA in Music degree. (CR-spr)

MUSC 1132 Music in Film, Television and Gaming, 3 credits

(MnTC Goal 6)

Recommended Skills, Abilities, or Coursework: No musical performance ability required. College level reading and writing.

A historical survey and the study of the function and development of music in popular media forms: film, television, and video/computer gaming. This course will be focusing on music's effect on drama/expression and how it has influenced popular culture.

MUSC 1145 World Drumming Ensemble, 1 credit

(MnTC Goals 6 and 8)

World Drumming Ensemble performs, studies and explores the cultural connections of music from around the world, particularly non-western cultures. It is open to all students regardless of musical background or experience. Students may repeat this course to gain a maximum of four credits.

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

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MUSC 1146 Jazz Ensemble, 0-1 credit

(Meets MnTC Goal 6C)

This ensemble rehearses a variety of jazz literature for study and performance. Ensemble is open to all students. No audition is required. Students must read written standard musical notation for their instrument. Some instruments are available for student use. One to two performances each semester. Weekly scheduled rehearsals. Additional rehearsals may be required. Students may repeat this course to gain a maximum of 4 credits.

MUSC 1147 Musical Theatre Ensemble, 0-1 credit

Prerequisite: Permission of instructor.

An instrumental ensemble performing music to accompany the yearly musical theatre production. This course is open to students after a successful audition with the director. Some instruments are available for student use. Performances and rehearsals are scheduled by the director. Students may repeat this course to gain a maximum of 4 credits. (CR-spr)

MUSC 1148 Chamber Singers, 0-1 credit

(Meets MnTC Goal 6C)

Prerequisites: Permission of Instructor by audition.

A small vocal ensemble that studies and performs a variety of choral literature from classical to popular songs. Open by audition. Concerts each semester. Students may repeat course for a maximum of 4 credits. (CR-fall & spr)

MUSC 1149 Guitar Ensemble, 0-1 credit

(Meets MnTC Goal 6C)

Guitar Ensemble is an ensemble that performs a variety of guitar ensemble literature and is open to students who play the guitar, bass guitar, or upright bass, or other fretted instruments and read standard music notation. This ensemble meets the requirements for guitarists pursuing the Associates in Fine Arts Degree in Music. Students will have the opportunity to explore a variety of guitar styles such as classical, jazz, rock, and contemporary. The guitar ensemble will participate in at least one concert each semester. See notes for required equipment. Students may repeat this course up to four semesters for credit. The purpose of this course is to provide an ensemble for students who currently play guitar or bass and read standard music notation and is not intended for those students wishing to learn the guitar.Recommended Skills and Abilities: Basic guitar or bass skills and ability to read standard music notation. It is recommended that students have either completed MUSC 1102 Class Guitar or at least one semester of applied lessons in guitar or bass. (CC & CR-fall & spr)

MUSC 1188 Chorale, 0-1 credit

(Meets MnTC Goal 6C)

The Chorale is a mixed-voice choral ensemble open to all students at the college without an audition as well as alumni, employees of the college and community members. The Chorale performs in a formal concert each semester. Prior music reading and choral experience is extremely helpful, but not absolutely necessary for successful participation. (CR-fall & spr)

MUSC 2105 Applied Lesson, 2 credits

Prerequisite: Permission of instructor.

Private instruction in music—vocal or instrumental. Extra charge for lessons is determined by the college and the rate is assessed per semester. Required of majors and minors in music at most colleges. Fifteen one-hour lessons per semester. Students may repeat this course to earn a maximum

of 8 credits. (CC & CR-fall & spr)

MUSC 2115 Introduction to Music Education, 3 credits

Introduction to Music Education gives students the opportunity to study current teaching strategies, philosophies of teaching, plan lessons, observe music educators in the field, investigate current technologies used in classrooms, and gain an overview of the field of music education. (CR-spr every odd year)

MUSC 2120 Music Industry: Management, Administration, & Promotion, 3 credits

This course will investigate the role of management, administration, and individual musicians within the music industry. Topics include contracts, promotion, publicity strategies, strategic partnerships, sponsorship, for-profit and non-profit sectors, and challenges specific to the music industry. Students will build a working vocabulary of music industry topics and participate in practical field experience.

MUSC 2135 Music Therapy, Techniques & Materials, 2-3 credits

(Meets MnTC Goal 6C)

Recommended Skills, Abilities, or Coursework: College-level reading and writing ability; 3-credit option intended for students with prior experience in music, including lessons, ensembles, coursework, etc.

History and theory of Music Therapy field, exploring interventions used across a variety of clinical settings to promote wellness, manage stress, alleviate pain, express feelings, enhance memory and cognitive abilities, improve communication, and promote physical rehabilitation. Observing a music therapist in the community outside of class time is required for all sections. A 3-credit option pairs this curriculum with practical piano, guitar, improvisation, Orff-Schulwerk, voice and movement skills and adapting those to working within a therapeutic process. Required access to a guitar for 3-credit option. (CR-spr every even year)

MUSC 2145 Chamber Ensembles, 0-1 credit

Recommended Skills, Abilities, or Coursework: Students with college-level music-reading skills for their performing instrument and who are also enrolled in studio lessons.

Chamber music is a performance class. Students will be assigned to small groups (duets, trios, etc), in which they will learn to select appropriate repertoire and develop rehearsal skills. Participating in both student-directed rehearsals and small-group coaching with instructor, student work will culminate in a public performance during the last weeks of class. Students will also explore the variety of instrumentation, performance styles, and historical contexts of chamber repertoire. Students may repeat to a maximum of four credits. (CC & CR-fall & spr)

MUSC 2150 AFA Applied Lesson, 2 credits

Prerequisite: Concurrent enrollment in MUSC 2151 is required.

Private instruction in music–vocal or instrumental—for students pursuing the Associate in Fine Arts Degree in Music. Extra charge for lessons is determined by the college and the rate is assessed per semester. Required for students earning the AFA in Music degree. Fifteen one-hour lessons per semester. Students may repeat this course to earn a maximum of 8 credits. (CR-fall & spr)

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

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MUSC 2151 AFA Performance Hour, 0 credits

Performance opportunity for AFA Music Majors. Students enrolled in MUSC 2150 or 2175 must also be enrolled in MUSC 2151. Recommended Skills, abilities or coursework: AFA Music Major and concurrent enrollment with MUSC 2150 or 2175. (CR-fall & spr)

MUSC 2175 AFA Recital Applied Lesson, 2 credits

Prerequisite: Concurrent enrollment in MUSC 2151 is required

Private instruction in music—vocal or instrumental— in preparation for the required AFA in Music recital. Extra charge for lessons is determined by the college and the rate is assessed per semester. At least three semesters of MUSC 2150 are required before enrolling in this course. Fifteen one-hour lessons per semester and a formal recital performance. (CR-fall & spr)

MUSC 2201 Music History & Literature I, 3 credits

(Meets MnTC Goals 6C & 8)

Study of Medieval, Renaissance and Baroque periods of western music including the political, religious, cultural and social influences. Explore masterwork composers such as Bach, Handel, and more through listening, attendance at a live concert, reading and writing. Recommended Skills, Abilities, or Coursework: College-level writing course (e.g., ENGL 1121), some experience in music reading (individual instrument study or ensemble experience). (CR-fall)

MUSC 2202 Music History & Literature II, 3 credits

(Meets MnTC Goals 6C & 8)

Study of the Classical, Romantic and 20th century periods of western music including their influence on politcial, religious, cultural and social movements. Explore masterwork composers such as Beethoven, Mozart, Debussy and more through listening, attendance at a live concert, reading and writing. Recommended Skills, Abilities, or Coursework: College-level writing course (e.g., ENGL 1121), some experience in music reading (individual instrument study or ensemble experience). (CR-spr)

MUSC 2216 Advanced Music Theory I, 3 credits

Prerequisite: C or better in Music 1126 or permission of instructor. Required concurrent enrollment in MUSC 2217-Advanced Aural Comprehension I. A continuation of Music 1126. An in-depth study of harmony including chromatic harmony, i.e., borrowed chords, Neapolitan 6th chords, augmented 6th chords, 9th, 11th, and 13th chords, altered dominants and chromatic mediants. Advanced study in ear-training and sight-singing. This course is required for students pursuing an AFA in Music degree. (CR-fall)

MUSC 2217 Advanced Aural Comprehension I , 2 credits

Prerequisite: MUSC 1127.

Required concurrent enrollment in MUSC 2216.

Advanced Aural Comprehension I continues the sequence of ear training and sight-singing Aural Comprehension continues to develop the ear and its ability to perceive and identify both large and small patterns in music through ear training, sight-singing and rhythmic performance. Intended for students with prior performance experience in music, i.e., band, choir, etc. This course is required for students pursuing an AFA in Music degree. (CR-fall)

MUSC 2226 Advanced Music Theory II, 3 credits

Prerequisite: C or better in Music 2216 or permission of instructor.

A continuation of Music 2216. An in-depth study of Form in Music: two-part binary, three-part ternary, two-voice eighteenth-century counterpoint, the fugue, variation technique, sonata form, and rondo form. Also an in-depth study of music of the 20th century. This course is required for students pursuing an AFA in Music degree. Students must also register for MUSC 2227 – Advanced Aural Comprehension II. (CR-spr)

MUSC 2227 Advanced Aural Comprehension II, 2 credits

Prerequisite: MUSC 2217, and concurrent enrollment in MUSC 2226.

Advanced Aural Comprehension II continues the sequence of ear training and sight-singing. Aural Comprehension continues to develop the ear and its ability to perceive and identify both large and small patterns in music through ear training, sight-singing and rhythmic performance. Intended for students with prior performance experience in music, i.e., band, choir, etc. This course is required for students pursuing an AFA in Music degree. (CR-spr)

MUSC 2299 Independent Study, 1-3 credits

Prerequisite: Two music courses successfully completed.

Designed to offer students the opportunity to do extensive reading or research on a specific topic in music.

Natural Science

NATS 1001* Astronomy, 3 credits

(Meets MnTC Goal 3)

Introduction to understanding the universe. Topics include spaceship earth, the nature of light and motion, the solar system, and the life and death of stars. Also includes coverage of current topics in astronomy. This course is intended for non-science majors. (CC, CR & online-fall & spr; online-sum)

NATS 1003 Geology, 4 credits

(Meets MnTC Goal 3)

Introduction to the physical processes that have shaped and formed the solid earth. Topics include surface processes (such as streams and glaciers) and internal processes (such as plate tectonics and volcanoes). This course is intended for non-science majors. (CR-fall & spr. CC-sum)

NATS 1005 Meteorology, 4 credits

(Meets MnTC Goal 3)

Introduction to the physical processes of atmospheric science. Topics include clouds, humidity, precipitation, thunderstorms, tornadoes, and atmospheric dynamics, with an emphasis on weather forecasting in the laboratory. This course is intended for non-science majors. (CR-fall & spr)

NATS 1051 Energy Issues & Solutions, 2 credits

(Meets MnTC Goal 10)

Introductory course about energy issues and solutions to energy problems. Course includes issues associated with traditional fuels such as petroleum, natural gas, coal, oil and hydroelectric, as well as alternative energy sources such as solar, wind, and geothermal. Intended for non-science majors. (CR-fall & spr)

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NATS 1171 Seminar in Biological Sciences, 3 credits
(Meets MnTC Goals 2 & 3)   (Cross-listed as BIOL 1171)
Designed to focus on the annual Nobel Conference theme explored at Gustavus Adolphus College. Presenters are internationally recognized to be on the cutting edge of their respective biological science disciplines. Attendance of the conference is required. Five to six weeks are preparatory, and following the conference a discussion-seminar format is used to further explore the conference theme. In a lab-like experience, students will do extensive reading and perform a library research project where results are reported in class.   (CC-fall)

NATS 2299 Independent Study, 1-3 credits
Prerequisite: Two natural science courses successfully completed
Designed to offer students the opportunity to do extensive reading or research on a specific topic in natural science.

Nursing

NURS 1600 Spanish for Healthcare Professionals, 3 credits
(Cross-listed as HCCC 1600 and SPAN 1600)
Recommended Skills, Abilities, or Coursework: SPAN 1101 (first-semester Spanish) or one year of high school Spanish with a score of 100 or higher on the Spanish placement test (note: find information on the free online placement test here: http://www.anokaramsey.edu/academics/departments-faculty/world-languages/#placement-testing).
Designed for currently employed healthcare professionals seeking to acquire continuing education credits or students who plan to work in the healthcare industry. This course provides the basic tools to communicate with Hispanic patients on topics such as family, health, medical conditions, medicine and nutrition. Spanish for Healthcare Professionals is not intended for native Spanish speakers. However, students enrolling in this course should already be familiar with elementary concepts such as greetings, the alphabet, telling time, and the basic principles of verb conjugation.

NURS 2250 Clinical Internship, 1 credit
Prerequisites: Successful completion of two semesters in an associate degree nursing program. Acceptance into an approved health care facility clinical internship program, or by agreement and permission by instructor
This elective clinical internship course provides learning opportunities to apply nursing theory with nursing practice. The focus is on gaining depth of understanding of the role of the registered nurse as well as strengthening nursing skills in the clinical setting. Students will be precepted by nurses in the practice setting and by nurse faculty.

NURS 2700 Foundations of Nursing-Health Promotion, 9 credits
Prerequisites: ENGL 1121, BIOL 1106, PSYC 1110, BIOL 2113, BIOL 2201, PSYC 2235, Oral Communication all with a grade of C or better
Co-requisite: NURS 2750
Prerequisite or Co-requisite: BIOL 2114.
Recommended Skills, Abilities, or Coursework: Completion of CNA certification
This course introduces the student to the role of the professional nurse. The emphasis on health promotion across the lifespan includes learning about self-health, as well as holistic client health practices. Students learn

to access and apply research evidence to guide safe preventative care. The student will incorporate communication and growth and development theory in a caring and culturally sensitive manner. The student will work as an ethical member of multi-disciplinary teams giving and receiving feedback about performance and use reflective thinking about their practice. Within the context of the nursing process, populations studied will include children, adults, older adults and the family experiencing a normal pregnancy.

NURS 2720 Transition to the Role of the Professional Nurse, 4 credits
Prerequisites: Acceptance to the nursing program
Co-requisite: NURS 2750
Prerequisite or Co-requisite: BIOL 2114.
Recommended Skills, Abilities, or Coursework: LPN licensure
This course is designed to expand the knowledge and skills of the LPN as they transition to the professional role within nursing. Emphasis is placed on health promotion through the lifespan and incorporates theories related to evidence-based practice, quality and safety, communication, collaboration, clinical decision-making/reasoning, informatics, assessment, caring and health-illness continuum.

NURS 2750 Nutrition & the Role of the Professional Nurse,   2 credits
Prerequisites: ENGL 1121, BIOL 1106, PSYC 1110, BIOL 2113, BIOL 2201, PSYC 2235, Oral Communication all with a grade of C or better
Co-requisite: NURS 2700
Prerequisite or Co-requisite: BIOL 2114
Recommended Skills, Abilities, or Coursework: Completion of CNA certification
This course introduces the student to the role of the nurse in promoting and supporting nutritional health. Emphasis is on the role nutrition plays in health promotion/prevention of illness, recovery from acute illness and/or management of chronic illness. Students learn to access evidence to support healthy nutritional choices that reduce risk factors for disease and/or illness across the lifespan. Students explore how culture, ethnicity, socio-economic status, nutritional trends and controversies, and integrative therapies influence the nutritional health of the client.

NURS 2800 Chronic and Palliative Care, 7 credit
Prerequisites: NURS 2700, NURS 2750, BIOL 2114
Co-requisite: NURS 2820, NURS 2850
Prerequisite or Co-requisite: General Education Sociology
This course focuses on the nursing care of clients experiencing chronic illness and/or end of life. Emphasis is placed on understanding the "lived experience" of clients and families. Ethical issues related to advocacy, self-determination, and autonomy are explored. Evidence-based practice is used to support appropriate focused assessments and management of care of clients experiencing concurrent illnesses/co-morbidities.

NURS 2820 -Pharmacology & the Role of the Professional Nurse, 3 credits
Prerequisites: NURS 2700, NURS 2750, BIOL 2114 all with a grade of C or better
Co-requisite: NURS 2800, NURS 2850
Prerequisite or Co-requisite: General Education Sociology
This course introduces theoretical concepts that enable students to provide

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safe and effective care related to pharmaceuticals and natural products to diverse clients across the lifespan. A framework is presented for approaching the study of pharmacotherapeutics including pharmaceutical research and regulation, quality and safety, major drug classifications, and clinical management.

NURS 2850 Applied Pathophysiology for Nursing I, 2 credits
Prerequisites: NURS 2700, NURS 2750, BIOL 2114 all with a grade of C or better
Co-requisite: NURS 2800, NURS 2820
Prerequisite or Co-requisite: General Education Sociology
This course introduces a holistic perspective of pathophysiological processes and the disruption in normal body function. Emphasis will be on objective and subjective manifestations of common chronic health problems resulting from environmental, genetic, and stress-related maladaptations to provide a foundation for nursing care. This course complements selected topics addressed in Chronicity and End of Life to provide a comprehensive understanding of disease processes.

NURS 2900 Acute and Complex Care, 7 credits
Prerequisites: NURS 2800, NURS 2820 and NURS 2850 all with a grade of C or better
Co-requisite: NURS 2920, NURS 2950
Prerequisite or Co-requisite: PHIL 1200
This course focuses on the nursing care of clients experiencing acute disruptions of health and/or end of life issues. Emphasis is placed on understanding and application of theory and skills required to provide nursing care to clients with complex and/or unstable conditions. Evidence-based practice is used to support appropriate focused assessments, and effective, efficient nursing interventions. Knowledge of life span, developmental factors, cultural variables and legal aspects of care guide the ethical decision making in delivery of care.

NURS 2920 Applied Pathophysiology for Nursing II, 2 credits
Prerequisites: NURS 2800, NURS 2820 and NURS 2850 all with a grade of C or better
Co-requisite: NURS 2900, NURS 2950
Prerequisite or Co-requisite: PHIL 1200
This course will facilitate ongoing critical thinking and analysis of pathophysiological concepts. Emphasis will be on interpretation and prioritization of data resulting from environmental, genetic, and stress-related maladaptations. This course complements the selected topics addressed in Acute & Complex Care to provide a comprehensive understanding of disease processes.

NURS 2950 Nursing Leadership I, 3 credits Search Current
Prerequisites: NURS 2800, NURS 2820 and NURS 2850 all with a grade of C or better
Co-requisite: NURS 2900, NURS 2950
Prerequisite or Co-requisite: PHIL 1200
This course focuses on prioritization, delegation, and supervision of nursing care of clients across the lifespan. Healthcare policy, finance, and regulatory environment issues are analyzed. Emphasis is on planning, collaborating and coordinating care for individuals and groups across the care continuum.

Pharmacy Technician

PHAR 1100 Introduction to Pharmaceuticals (LEC/LAB), 2 credits
Prerequisites: Admission to the Pharmacy Technician program.
This class will provide limited information on the use and side effects of the top 100 medications used in the pharmaceutical industry within specified classifications. Students will review drug trade names and generic names as well as drug classifications and routes of administration. Drug classifications include anti-infectives, endocrine, gastrointestinal, hormonal, narcotic, neurological, psychiatric, renal and respiratory. Routes of administration topics include topical, ophthalmic, otic and oral agents. (CC-fall)

PHAR 2100 Pharmacy Communications (LEC/LAB), 2 credits
Prerequisites: PHAR 1100.
This class will introduce the student to medication laws, standards, and regulations affecting pharmacy technicians. Quality assurance and quality control will be examined as well as professional behaviors needed to become a successful pharmacy technician. The in-depth role of a pharmacy technician will be explored. Diversity and healthcare confidentiality will be explored in detail. (CC-spr)

PHAR 2110 Pharmacy Medications Lab, 2 credits
Prerequisites: PHAR 1100.
This lab will introduce the student to hands-on experience in the production of pharmaceutical products. Medication preparation, labeling, product storage, providing supplemental patient information, and quality assurance will be demonstrated and mastered. Throughout this course, students will gain an appreciation for the value of technician certification and active involvement in professional organizations. (CC-spr)

PHAR 2120 Drug Use & Reactions (LEC/LAB), 2 credits
Prerequisites: PHAR 1100.
This course builds upon the basic medication information learned in PHAR 1100: Introduction to Pharmaceuticals with lab. It will provide students in-depth information on the therapeutic use and side effects of prescription medications, nonprescription medications, and alternative therapies. For each medication studied, students will learn the brand and generic name, standard pronunciation, dosage forms, and routes of administration. Therapeutic areas covered include cardiac agents, muscle relaxants, narcotic analgesics, anti-inflammatory drugs, immunizations, and neoplastic agents. Professional communication, customer service skills, safety, and medication error prevention will be explored and practiced. (CC-spr)

PHAR 2130 Pharmacy Administration & Medical Billing Lab, 2 credits
Prerequisites: PHAR 1100.
The administrative lab outlines the role of medical insurance and pharmacy billing within the pharmacy industry. Students demonstrate the use

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of current technology to carry out administrative pharmacy tasks. Medication dispensing and over-the-counter compliance in accordance with federal and state laws and regulations is outlined and practiced in simulated scenarios. Students practice interpreting prescriptions by learning common pharmacy terms and abbreviations. (Online-spr)

PHAR 2297 Pharmacy Technician Internship, 5 credits
Prerequisites: Permission of Program Director.
Students practice skills developed throughout the certificate program in an environment that employs pharmacy technicians. The first internship rotation will provide infusion services whereas the second rotation will be within a community or outpatient pharmacy that does not offer infusion services. Performance of all activities performed by a pharmacy technician at the specific site will be evaluated by the site supervisor. (CC-sum)

Philosophy

PHIL 1101 Introduction to Philosophy, 3 credits
(Meets MnTC Goals 2 & 6B)
Introduction to the nature and aims of philosophy, to some of its central problems and to the methods employed in philosophical discussion. Typical problems examined include the nature of reality, knowledge, values, and the self. (CC & CR-fall & spr; online-fall & sum)

PHIL 1105 Introduction to Logic & Critical Reasoning, 3 credits
(Meets MnTC Goals 2 & 4B)
Prerequisite: MATH 0240
This course is an introduction to a central part of Philosophy, the philosophical study of reasoning. Studies include the function and uses of language, the distinction between deductive and inductive arguments, methods for symbolizing and evaluating the validity of deductive arguments, and the detection of informal fallacies. Students will gain practical skills used in the evaluation of inductive and deductive arguments, which are applicable at all levels of reasoning.   (CR-fall & spr; CC-fall; online-fall & sum)

PHIL 1110 Introduction to Ethics, 3 credits
(Meets MnTC Goals 6B & 9)
This class examines the leading attempts to answer the basic philosophical questions about the moral life. It will include an inquiry into views of the good life, personal character, and moral choices in the private and public domain. Further inquiry will explore the grounds for arguing that some moral judgments are correct and others incorrect. (CR-fall, spr & sum; CC-fall; online-fall, spr & sum)

PHIL 1115 Comparative World Religions, 3 credits
(Meets MnTC Goals 6B & 8)
Introduction to the central beliefs, history, sacred texts, and practices of living religions in the world today. The similarities and differences between religions, and within the religions, will be explored. The principle religions studied will be Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam. (CR-fall & spr; online-fall, spr & sum; CC-spr)

PHIL 1120 Environmental Ethics, 3 credits
(Meets MnTC Goals 9 & 10)

This course will explore moral obligations between humankind and our natural world. An introduction to ethical theory is included in the course. Topics will include such issues as the nature of our duties toward animal rights, preservation and conservation, climate change, and intergenerational justice. (CC-spr; online-fall & spr)

PHIL 1180 Introduction to Social and Political Philosophy, 3 credits (Meets MnTC Goals 8 and 9)
This class provides an introduction to social and political philosophy. The basic question that social and political philosophy is concerned with is: How should we live together and what types of social and political institutions are best suited to create an environment where human beings can flourish? As such, the course takes up issues like social justice, the grounds and limits of governmental authority, rights, liberty, freedom, community, equality, and the like.

PHIL 1200 Medical Ethics, 3 credits
(Meets MnTC Goals 6B & 9)
This class will provide an introduction to classic and contemporary ethical theory, and it will then move onto apply ethical analysis in the field of health care and other related fields. Studies will include considerations around patients' rights (to privacy, information and autonomy), paternalism, personhood, the distribution of scarce resources, the right to treatment, and culturally relevant perspectives related to medical treatment. Applied topics may include euthanasia and physician assisted suicide, abortion, reproductive technologies, and genetic control. Students will evaluate contemporary case studies, using ethical theory developed in philosophy as well as the codes of ethics put forth by medical professional organizations. (CR & online-fall, spr)

PHIL 2299 Independent Study, 1-3 credits
Prerequisite: Two courses in philosophy successfully completed.
Designed to offer students an opportunity to de extensive reading or research on a specific topic in philosophy.

Physical Education

See Health, Physical Education, Recreation beginning on page 128.

Physical Therapist Assistant

PTAC 1010 Clinical Practice I, 3 credits
Prerequisite: PTAC: 1050, 1060, 1070, 1080, 1110 BIOL 2114
This course is a full time clinical practice at an assigned health care facility. The student will function as a PTA student in the facility for six consecutive weeks and will be responsible for patient care compatible to the role of the PTA, utilizing knowledge and skills developed in the first year if the PTA program. The purpose of the course is to provide real-world work experience in a physical therapy setting under the supervision of the physical therapist. The students will be provided with learning experiences not available in the classroom but unique to the clinical facility under the direct supervision of the clinical instructor. The student will be required to participate in online discussion questions and to complete a self-assessment using the electronic Clinical Performance Instrument (Web CPI). (CR-sum)

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PTAC 1020 Musculoskeletal Anatomy & Kinesiology for the PTA, 4 credits

Prerequisite: Admission to the PTA program.

Recommended Skills, Abilities, or Coursework: ENGL 1121, BIOL 1102, SPCH 1110 to obtain college-level skills in English, writing, communication and medical terminology.

Study of the musculoskeletal system including the articulation system and the supporting structures are addressed, as well as muscles and muscle function in relation to human movement. (CR-fall)

PTAC 1030 Introduction to Physical Therapist Assisting (Theory), 2 credits

Prerequisite: Admission to the PTA program.

Recommended Skills, Abilities, or Coursework: ENGL 1121, BIOL 1102, SPCH 1110 to obtain college-level skills in English, writing, communication and medical terminology.

This course covers basic patient handling and physical therapy skills. These would include body mechanics, posture, draping and positioning, transfers, joint range of motion, goniometry, ambulation with assistive devices, wheelchair operations, vital signs, edema control and sterile technique. Interpersonal communication skills, patient practitioner interactions and time management, medical, ethical and legal issues are also discussed. (CR-fall)

PTAC 1040 Introduction to Physical Therapist Assisting (Lab), 2 credits

Prerequisite: Admission to PTA program.

Recommended Skills, Abilities, or Coursework: ENGL 1121, BIOL 1102, SPCH 1110 to obtain college-level skills in English, writing, communication and medical terminology.

The course covers basic patient handling and physical therapy skills. It includes lab practice of body mechanics, posture, draping and positioning, transfers, joint range of motion, goniometry, ambulation with assistive devices, wheelchair operations, vital signs, wound care, edema control and sterile techniques. A problem-solving focus will be used throughout the program. Course includes individual testing for competency in skills. Testing will occur outside scheduled lab time.(CR-fall)

PTAC 1050 Modalities & Massage (Theory), 3 credits

Prerequisites: PTAC :1020, 1030, 1040, & BIOL 2113 with a grade of C or better.

The course covers further development of basic therapy skills. The components of this course include: modalities, superficial heat and cold techniques, deep heat therapies, hydrotherapy, ultrasound, the use of ultraviolet and infrared light, electrical muscle stimulation, iontophoresis, NMES, TENS, biofeedback, diagnostic tests to determine nerve involvement, and massage. (CR-spr)

PTAC 1060 Modalities & Massage (Lab), 3 credits

Prerequisites: PTAC: 1020, 1030, 1040, & BIOL 2113 with a grade of C or better.

This course covers further development of basic therapy skill with emphasis techniques and procedures. The components of this course include: modalities, ultrasounds, hydrotherapy, superficial heat and cold techniques, deep heat therapies, electrical muslce stimulation, iontophoresis, NMES, TENS, biofeedback, and massage techniques. Interpersonal communication skills, patient/practitioner interactions, and time management will be practiced. Course includes individual testing for competency in skills. Testing will occur outside scheduled lab time.(CR-spr)

PTAC 1070 Therapeutic Exercise Theory, 2 credits

Prerequisites: PTAC: 1020, 1030, 1040, & BIOL 2113 with a grade of C or better.

Recommended Skills, Abilities, or Coursework: Pre-college mathematic skills and college-level reading and writing skills.

This course focuses on the study of therapeutic exercise rationale and the application to patients with various disabilities. Introduction to manual muscle and cardiovascular exercise testing is addressed as it relates to the role of the PTA with assisting the physical therapist in the evaluation process. Emphasis is on strengthening, range of motion, manual muscle testing, muscle re-education, spinal traction, and time management for patient treatment. Study of normal and abnormal gait will be covered. (CR-spr)

PTAC 1080 Therapeutic Exercise Lab, 3 credits

Prerequisites: PTAC: 1020, 1030, 1040, & BIOL 2113 with a grade of C or better.

This course focuses on the study of therapeutic exercise rationale techniques and the application to patients with various dissabilities. Emphasis on strengthening, range of motion, manual muscle testing, mobility, muscle re-education, spinal traction, and time management for patient treatment. Ambulation activites will also be addressed including measurement and fitting of assistive devices, gait patterns, and preambulation exercises. Clinical simulations will be done to prepare students for the clinical experience. Course includes individual testing for competency in skills. Testing will occur outside scheduled lab time. (CR-spr)

PTAC 1100 Communication & Documentation for the Physical Therapist Assistant I, 1 credit

Prerequisite: Admission to the PTA program.

Recommended Skills, Abilities, or Coursework: ENGL 1121, BIOL 1102, SPCH 1110 to obtain college-level skills in English, writing, communication and medical terminology.

This course takes an in-depth look at the four components of the SOAP documentation format, including the legal guidelines, analysis and completion of effective written documentation for physical therapy treatment. Verbal communication skills, professionalism, and ethical issues with communication are also discussed and practiced. (CR-fall)

PTAC 1110 Communication & Documentation for the Physical Therapist Assistant Part II, 1 credit

Prerequisites: PTAC: 1100, 1020, 1030, & 1040.

Recommended Skills, Abilities, or Coursework: College-level reading and writing.

This course continues to practice the SOAP documentation format and introduces other types of written and electronic documentation used in clinical settings. Progression of documentation in the clinical chart and creation of patient education materials will be practiced. Patient interview skills, effective verbal communication skills, professionalism, and ethical issues with communication are also discussed and practiced. Students are introduced to the use of the electronic Clinical Performance Instrument (Web CPI) that is used as an evaluation tool during their clinical internships. (CR-spr)

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

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PTAC 2000 Musculoskeletal Disorders, 3 credits

Prerequisites: BIOL 2114, PTAC: 1050, 1060, 1070, 1080, & 1100.

Recommended Skills, Abilities, or Coursework: ENGL 1121, BIOL 1102, SPCH 1110 to obtain college-level skills in English, writing, communication and medical terminology.

This course covers the pathophysiology of specific musculoskeletal conditions. Discussions of the treatment approaches as it pertains to physical therapy, radiology, surgical procedures and medications will be included. (CR-fall)

PTAC 2010 Neuroanatomy & Functional Rehabilitation Therapy, 3 credits

Prerequisites: PTAC: 1010, 1050, 1060, 1070, 1080, & BIOL 2114 with a grade of C or better.

Recommended Skills, Abilities, or Coursework: ENGL 1121, BIOL 1102, & SPCH 1110 to obtain college-level skills in English, writing, communication and medical terminology.

This course discusses the anatomy and physiology of the nervous system including the pathological conditions that result from injury or disease of the nervous system. Specific conditions covered are stroke with resulting hemiplegia, traumatic brain injury, spinal cord injury, multiple sclerosis, Parkinson's disease, and various other neurological diseases. Other topics include the psychosocial aspects of disability, cognitive and psychological effects related to various conditions, and ethical issues related to research and treatment of these injuries and diseases. Critical thinking and problem solving approach is required to understand these disease processes and treatment rationales. (CR-fall)

PTAC 2015 Neuroanatomy & Functional Rehabilitation Lab, 2 credits

Prerequisites: PTAC: 1050, 1060, 1070, 1080 & BIOL 2114 with a grade of C or better.

Recommended Skills, Abilities, or Coursework: ENGL 1121, BIOL 1102, SPCH 1110 to obtain college-level skills in English, writing, communication and medical terminology.

This lab course focuses on instruction in specific treatment techniques used for muscle re-education, motor learning to regain functional independence, normalization of muscle and gait training for the patient with injury or disease of the nervous system. Treatment techniques will be for patients with stroke, traumatic brain injury, spinal cord injury and various neurological diseases such as Multiple Sclerosis and Parkinson's Disease. The following rehabilitation techniques will be practiced: Neurodevelopmental Technique (NDT), Proprioceptive Neuromuscular Facilitation (PNF), Brunnstrom and Rood inhibition and facilitation techniques through the progression of postures, as well as objective balance assessment, and techniques using the Swiss ball. Patient/practitioner interaction, interpersonal communication skills, professionalism, documentation and time management will be emphasized during patient simulated skills tests. Students will work in small groups to develop a research paper and oral presentation about a neurological disease not previously discussed in the course. Course includes individual testing for competency in skills. Testing will occur outside scheduled lab time. (CR-fall)

PTAC 2020 Clinical Practice II, 3 credits

Prerequisites: PTAC: 1010, 2000, 2010, & 2015.

This course is a full time clinical practice at an assigned health care facility. The student will function as a PTA student in the facility for six consecutive weeks and will be responsible for patient care compatible to the role of the PTA, utilizing knowledge and skills developed in the first year if the PTA program. The purpose of the course is to provide real-world work experience in a physical therapy setting under the supervision of the physical therapist. The students will be provided with learning experiences not available in the classroom but unique to the clinical facility under the direct supervision of the clinical instructor. The student will be required to participate in weekly online discussion questions and also required to complete a self- assessment using the electronic Clinical Performance Instrument (Web CPI). (CR-fall)

PTAC 2040 Special Topics I, 3 credits

Prerequisites: PTAC: 2000, 2010, & 2015.

This course includes study of specialty areas of physical therapy including amputations, orthotics, prosthetics, oncology, work hardening, geriatrics, and the role of the PTA in the rehabilitation process. Application of principles and techniques in the classroom and laboratory of each specialty area are included. Also discussed will be the preparation of a geriatric interview assignment, resume writing, interview techniques and employment seeking information. Licensure laws and national examination materials will be covered. (CR-spr)

PTAC 2050 Special Topics II, 4 credits

Prerequisites: PTAC 2000, 2010, 2012 & 2015.

Study of specialty areas in physical therapy including cardiac rehabilitation, pulmonary therapy, women's health, arthritis, burn management, and pediatrics as they pertain to the role of the physical therapist assistant. Review is included of the anatomy and physiology of the cardiac, pulmonary, and integumentary systems. Students will prepare a sophomore research project on a topic selected by the student and approved by the instructor. They will write a research paper and do an oral presentation. (CR-spr)

PTAC 2060 Clinical Practice III, 3 credits

Prerequisites: PTAC 2020, 2040 & 2050.

This course is a full time clinical practice at an assigned health care facility. The student will function as a PTA student in the facility for six consecutive weeks and will be responsible for patient care compatible to the role of the PTA, utilizing knowledge and skills developed in the first year if the PTA program. The purpose of the course is to provide real-world work experience in a physical therapy setting under the supervision of the physical therapist. The students will be provided with learning experiences not available in the classroom but unique to the clinical facility under the direct supervision of the clinical instructor. The student will be required to participate in weekly online discussion questions on and also required to complete a self- assessment using the electronic Clinical Performance Instrument (Web CPI). (CR-spr)

PTAC 2110 Physical Therapy Research I, 1 credit

Prerequisites: PTAC 1050, 1060, 1070, 1080

In this elective course, second year Physical Therapist Assistant students will have the opportunity to participate in the research process to better understand how to work with the physical therapist to make clinical decisions based on evidence-based practice. Students will analyze research articles from physical therapy journals and apply the scientific methods to create a hypothesis and prepare a research project that will be carried out in the second part of this course, Physical Therapy Research II. Students will

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be encouraged to present their research projects at the annual Minnesota APTA Spring Conference. Evidence-Based Practice is an essential part of the physical therapy profession. This course will allow PTA graduates to better understand current research so they are able to make responsible clinical treatment decisions, making them more proficient and marketable when looking for employment. Students will not be required to take Physical Therapy Research II if they take Physical Therapy Research I, but Research I will be a pre-requisite for Research II. (CR-fall)

PTAC 2120 Physical Therapy Research II, 1 credit
Prerequisites: PTAC 2110
In this elective course, second year Physical Therapist Assistant students will have the opportunity to participate in the research process to better understand how to work with the physical therapist to make clinical decisions based on evidence-based practice. In Physical Therapy Research I, students analyze research articles from physical therapy journals and apply the scientific methods to create a hypothesis and prepare a research project that will be carried out in this course. In Physical Therapy Research II, students will perform a research project, collect the data, create a poster board and will be encouraged to present their research projects at the annual Minnesota APTA Spring Conference. Evidence-based practice is an essential part of the physical therapy profession. This course will allow PTA graduates to better understand current research so they are able to make responsible clinical treatment decisions, making them more proficient and marketable when looking for employment. Students will not be required to take Physical Therapy Research II if they take Physical Therapy Research I, but Research I will be a pre-requisite for Research II. (CR-spr)

PTAC 2130 PTA Clinic, 1 credit
Prerequisites: PTAC 1030 with a grade of C or better
In this elective course, Physical Therapist Assistant students will gain experience with treatment application skills and clinical decision making. There will be opportunity for performing clinical simulation as well as providing therapy services to patients from the community. This is repeatable up to 3 credits.

PTAC 2170 Physical Therapy Seminars, 1 credit
Prerequisites: PTAC 2000, 2010, 2015
In this elective course, second-year Physical Therapist Assistant students will gain knowledge and treatment application skills in specialty areas of physical therapy that are not required within the program curriculum, but which are widely used in physical therapy practice. Recommended Skills, Abilities, or Coursework: Completion of Clinical Courses PTAC 1010 and/or 2020. (CR-spr)

Physics

PHYS 1007 Elementary Physics, 4 credits
(Meets MnTC Goal 3)
Survey of major concepts, methods, and applications of physics. Topics include a description of motion, Newton's Laws, conservation principles (energy and momentum), waves, thermodynamics, electricity, magnetism, optics, and modern physics. For students not majoring in engineering, math or science related fields that need a basic understanding of physics. (CR & CC-fall; CR-spr)

PHYS 1317* General Physics I, 5 credits
(Meets MnTC Goal 3)
Prerequisite: MATH 1200 or concurrent enrollment.
This is the first semester of a two-semester sequence of introductory physics for students with any major. This course uses an algebra-based mathematical representation. Topics include kinematics, Newton's laws of motion, energy, momentum, rotational motion, fluids, gravitation, oscillations and waves, and thermodynamics. (CR-fall)
*This course is offered through ARCC's Concurrent Enrollment Program

PHYS 1318* General Physics II, 5 credits
(Meets MnTC Goal 3)   Prerequisites: PHYS 1317 & MATH 1201 or concurrent enrollment.
This is the second semester of a two-semester sequence of introductory physics for students with any major. Course uses an algebra-based mathematical representation. Topics include electricity, magnetism, electrical circuits, geometrical and physical optics, and modern physics. (CR-spr)
*This course is offered through ARCC's Concurrent Enrollment Program

PHYS 1327 College Physics I, 6 credits
(Meets MnTC Goal 3)
Prerequisites: Math 1400 or concurrent enrollment.
This is the first semester of a two-semester sequence of introductory physics for students with any major. This course uses a calculus-based mathematical representation. This course also meets requirements for students majoring in engineering, mathematics, and computer science. Topics include kinematics, Newton's laws of motion, energy, momentum, rotational motion, fluids, gravitation, oscillations and waves, and thermodynamics. (CR-fall & spr)

PHYS 1328, College Physics II, 6 credits
(Meets MnTC Goal 3)
Prerequisites: PHYS 1327 & MATH 1401 or concurrent enrollment.
This is the second semester of a two-semester sequence of introductory physics for students with any major. This course uses a calculus-based mathematical representation. This course also meets requirements for students majoring in engineering, mathematics, and computer science. Topics include electricity, magnetism, DC and AC electrical circuits, electromagnetism, and geometrical and physical optics. (CR-spr & sum)

PHYS 2299 Independent Study, 1-3 credits
Prerequisite: Two courses in PHYS successfully completed.
Designed to offer students the opportunity to do extensive reading or research on a specific topic in physics.

Political Science

POLS 1111* American Politics & Government, 3 credits
(Meets MnTC Goals 5C & 9)
Provides the student with the necessary factual base underpinning the American political system: U.S. Constitution, federalism, mass media, political parties, interest groups, Presidency, Congress, federal bureaucracy, the courts, civil liberties rights, and more. An attempt is made to evaluate how successfully the American political system meets the needs of the American people. (CR-fall & spr; CC-fall; Online-fall, spr & sum)
*This course is offered through ARCC's Concurrent Enrollment Program

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♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

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POLS 1121 State & Local Politics & Government, 3 credits

(Meets MnTC Goals 5C & 9)

Provides the student with an adequate factual base organized within a framework of democratic theory, principles, organization, processes, and functions of the governments that are not national in influence. This study includes an examination of the dynamics, purposes, structure, and management of the various local government systems, as well as illustrative state systems. Reference may be made to the Minnesota experience. (CR-spr)

POLS 1131 World Politics, 3 credits

(Meets MnTC Goals 5C & 8)

Introduces the theoretical tools used to analyze world politics and explores the interrelationship of factors that produce global issues. Emphasis is on current world events, presented from an international perspective rather than from a purely American point of view. The course not only analyzes global issues but also discusses steps that could be taken to improve the situation. (CR- fall & spr)

POLS 1141 Environmental Politics, 3 credits

(Meets MnTC Goals 5C & 10)

This course will examine the human impact on the natural world and the various political responses which deal with the effects of that impact. This course will explore different scientific, economic, and political theories for understanding and dealing with environmental issues. Topics covered may include energy use, resource use, food production and consumption, water use, population growth, and climate change. (Online-fall, spr & sum)

POLS 2202 Public Issues, 3 credits

(Meets MnTC Goals 5C & 7)

Domestic public policy issues such as education, environment, jobs, welfare, abortion, and foreign policy issues such as nuclear weapons, international economic competition, human rights, political influences on policy choices and the impact thereof. (CR-fall & spr; online-fall, spr & sum)

POLS 2220 International Law & Human Rights, 3 credits

(Meets MnTC Goals 5C & 8)

This course explains and analyzes the nature, structure and sources of international law, the relationship between international law and domestic law, the role of international organizations such as the United Nations in the implementation and adjudication of law, methods of resolving international disputes, and the framework of international justice and jurisdiction. The course will examine the global human rights movement and analyze how international human rights laws, instruments, and institutions can respond to human rights violations. Recommended skills, abilities or coursework: General college-level skills in research, problem analysis, and analytical writing. It is recommended that that you take World Politics prior to taking this course.

POLS 2225 Constitutional Law, 3 credits

(Meets MnTC Goals 5C & 9)

This course provides an in-depth focus on the United States Constitution. The course will discuss how the Constitution was created and how it has evolved based on important amendments, court cases, and different judicial interpretations. The course will also emphasize how the Constitution currently affects society, the political system, and individual lives.

POLS 2245 Political Ideas & Ideologies, 3 credits

(Meets MnTC Goals 5C & 9)

This course discusses contemporary political ideas and ideologies such as liberalism, conservatism, green, socialism, feminism, and religious fundamentalism. The course explores the historical development of these ideologies as well as the significance of these ideas/ideologies for today's political issues. (CR- fall & spr)

POLS 2265 Political Science Practicum, 1-2 credits

Prerequisites: 3 credits of political science or consent of instructor.

A study of principles and practices of political action. Focal point is a practicum/field work with local or state governmental units or other political actors in Minnesota such as political parties, interest groups, or new social movements. The goal is to gain practical experience in government and politics.

POLS 2299 Independent Study, 1-3 credits

Prerequisite: Two courses in political science successfully completed.

Designed to offer students the opportunity to do extensive reading or research on a specific topic in political science.

Psychology

PSYC 1108 Death and Dying, 3 credits

(Meets MnTC Goals 5B) (Cross-listed with SOC 1108.)

Death is a natural part of the life cycle and a universal event, but it is still a topic that is often not discussed or examined. This course will explore historical and contemporary theories and research about grief and death issues. The course will examine death and grief from psychological, sociological, biological and cultural perspectives.   It will include topics such as the understanding of death across the lifespan, legal definitions of death, advance directives, religious and cultural death rituals, and grief trajectory research. It will also include a consideration of controversial issues related to death and dying, such as physician assisted suicide.

PSYC 1110* General Psychology, 4 credits

(Meets MnTC Goals 5B & 7)

Psychology is the science concerned with behavior and mental processes. Psychology studies the environmental, biological, social, and individual forces that help to describe, explain, predict, and control behavior. This course is a comprehensive introduction to psychology. It examines the history of psychology, the brain, the senses, hypnosis, drugs, sleep, human development, language, thinking (including critical thinking), learning, motivation, emotion, social psychology, personality, human diversity, and the diagnosis and treatment of psychological problems such as anxiety, schizophrenia, paranoia, depression, bipolar disorder, and suicide. This course presents a broad survey of basic concepts, issues, theories, classic experiments and new discoveries in the field of psychology. (CC, CR & Online-fall, spr & sum)

*This course is offered through ARCC's Concurrent Enrollment Program

PSYC 1115 Stress Management, 3 credits

(Meets MnTC Goal 2) (Cross-listed as HPER 1115)

This course is designed to provide students with pragmatic tools for dealing with real life situations. This course is intended to be an investigation of various theories and techniques used in effective stress management. It

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is designed to help students develop useful tools for managing the everyday stresses of life. Much of the course will be devoted to the exploration and discussion of the nature of stress. A major focus of the course will be to increase your understanding of how we perceive stress, react to it, and cope with it. (CC & CR-fall, spr & sum; online-fall & sum)

PSYC 1117 Introduction to Meditation & Mindfulness, 1 credits
(Cross-listed as HPER 1115)
Students will develop an understanding of the cultural and historical background of various forms of meditation. Current research on meditation and mindfulness practices in relation to mental and physical well-being will be examined. Students will develop the ability to enter a calm and centered state of awareness through working with the body, the breath, and the mind.

PSYC 1130 Parenting Psychology, 3 credits
(Meets MnTC Goal 2)
Prerequisites: PSYC 1110.
Investigation of various parenting styles and techniques. The course is designed to help parents develop effective parenting techniques, including behavior modification, modeling, active listening, problem-solving, and others.

PSYC 1135 Understanding Autism Spectrum Disorders, 2 credits
(MnTC Goals 2 and 7)
Recommended: PSYC 1110 OR PSYC 2235
This course will serve as an introduction to Autism Spectrum Disorder (ASD). Content covered will include common characteristics, assessment and diagnoses, theories of causes, and an overview of treatments and interventions. Society's response toward neurodiversity will be examined. Family dynamics related to Autism Spectrum Disorders will also be explored.

PSYC 1145 Positive Psychology: The Study of Happiness and Well-being, 3 credits
(Meets MnTC Goal 5B)
What is well-being, who experiences it when, and which practices best foster it? Positive psychology attempts to answer these questions through the scientific investigation of happiness. This course will introduce you to theoretical concepts and scientific research regarding happiness and psychological well-being. You will examine human behaviors that contribute to psychological well-being through topics such as hardiness, hope, flow, meaning, optimism, and resiliency.

PSYC 2110 Introduction to Research Methods, 3 credits
Prerequisites: PSYC 1110 with a grade of C or better
Recommended Skills, Abilities, or Coursework: MATH 1110
This course is an introduction to the design, implementation, analysis, and presentation of research in psychology. Students will be actively engaged in designing their own research as well as evaluating research published in the field. Students will also develop skills in using statistics and APA style for analyzing data and communicating results.

PSYC 2120 Psychology of Women, 3 credits
(Meets MnTC Goal Areas 5B & 7) (Cross listed with WOST 2120)
Prerequisite: PSYC 1110 or WOST 1100.

This course is an introduction to the theories and research concerning the psychology of women. The course will explore the way that biological, cultural and psychosocial issues affect the psychological development of women. It will include topics such as sexism, the construction of gender categories, gender comparisons, and female identity formation. It will also explore contemporary women's issues related to education, work, and family. (CR-spr)

PSYC 2215 Child & Adolescent Development, 3 credits
(Meets MnTC Goals 5B & 8)
Prerequisite: Three credits of PSYC.
Introduction to the science of child psychology emphasizing physical, psychological, cognitive, and social development from conception through adolescence. The concern is with those aspects of human behavior that change from childhood to adulthood and with the factors that account for those changes. (CR-fall & spr; online-spr)

PSYC 2225 Adult Development, 3 credits
(Meets MnTC Goals 5B & 8)
Prerequisite: PSYC 1110
An introduction to the study of adulthood, aging and the process of death and dying. The course emphasizes physical, cognitive, emotional and social development throughout the adult life-span, and includes an investigation of health and longevity, physical and mental illness, intellectual changes and challenges, social roles and relationships and work and career issues. It also covers death, dying and the grieving process.

PSYC 2235 Lifespan Development, 4 credits
(Meets MnTC Goals 5B & 8)
Prerequisites: PSYC 1110.
This course would serve as an introduction to the science of lifespan psychology emphasizing physical, psychological, cognitive, and social development from conception through death. The concern is with those aspects of human behavior that change from childhood to death and with the factors that account for those changes. Students who take this course are advised not to take PSYC 2215 or PSYC 2225 because of an overlap in content with those courses. (CC, CR & online-fall, spr & sum)

PSYC 2250 Abnormal Psychology, 3 credits
(Meets MnTC Goals 5B & 9)
Prerequisite: PSYC 1110.
Abnormal Psychology is an introduction to the diagnosis, etiology, and treatment of psychological disorders. The course will include discussion of historical foundations, theoretical approaches, and research methodology related to psychopathology. The course also focuses on important social and ethical issues such as labeling, confidentiality, civil commitment, and clinical decision making. (CC, CR & online-fall, spr & sum)

PSYC 2257 Psychology & the Media, 3 credits
(Meets MnTC Goals 2 & 9)
Prerequisite: PSYC 1110.
This course will explore the depiction of psychological issues in the media and examine the causes and psychological, cultural, and ethical implications of those depictions. The focus will be on critical analysis of the media's portrayal of psychological constructs.

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PSYC 2260 Social Psychology, 3 credits
(Meets MnTC Goals 2 & 5B) (Cross-listed as SOC 2260)
Prerequisite: PSYC 1110, SOC 1111 or consent of instructor.
Social Psychology concerns itself with the nature of human behavior. It focuses on the point of interaction between the individual and society and groups. The basic questions studied are how the individual shapes societies and groups and how societies and groups affect the individual's behavior. The course will include basic concepts, assumptions, methods, findings and applications. (CR-fall, spr & sum; CC-spr; online-fall & sum)

PSYC 2265 Educational Psychology, 3 credits
(Meets MnTC Goal 2)
Prerequisite: PSYC 1110.
Educational Psychology focuses on how psychological theory and concepts can be understood and inform effective classroom practices. Topics include cognitive and social development, theories of motivation and learning, classroom management, individual and group differences and student assessment. Attention will be directed toward the nature and conditions of learning, critical aspects of learning and the problems encountered in fostering and directing learning. (CR-fall; CC-spr)

PSYC 2270 Theories of Personality, 3 credits
(Meets MnTC Goals 2 & 5B)
Prerequisite: PSYC 1110.
A survey of the major contemporary theories of personality. Areas covered include psychoanalytic, neo-psychoanalytic, psychosocial, humanistic, trait, existential, learning, social learning, and other current theories. (CR-spr)

PSYC 2299 Independent Study, 1-3 credits
Prerequisite: Two courses in PSYC successfully completed.
Designed to offer students the opportunity to do extensive reading or research on a specific topic in psychology.

Reading

READ 0910 Preparing for College Reading, 4 credits
Required for students who score 28-53 on the Reading Accuplacer Test. Emphasizes strategies for reading a variety of texts, ways to improve reading vocabulary, and resources for increasing comprehension. The objective of this course is to improve the reading skills of the students to the extent that they can effectively approach college-level reading. This goal is accomplished through an individual diagnosis of the student's present reading skills and subsequent individual work in appropriate areas. (CR-fall, spr)

READ 0990 Reading II, 3 credits
Required for students who score 28-53 on the Reading Accuplacer Test and who have completed READ 0910. Recommended for students who test 54-77 on the Reading Accuplacer Test. This course is intended for students who have made progress in READ 0910 or have the appropriate score on the Reading Accuplacer test. It offers opportunities for developing college reading skills.
(CR-fall & spr)

READ 1106 College Textbook Reading, 1 credit
Intended for students who have successfully completed READ 0990 or tested at the college-level on the reading placement test. Emphasis is on understanding text structure and developing effective strategies for critically reading college textbooks.

READ 1108 College Reading III, 3 credits
Intended for students who have successfully completed READ 0990 or tested at the college-level on the reading placement test. Designed for college-level readers who want to continue to develop higher-order skills in comprehension, vocabulary, and rate flexibility. The emphasis will be on the application of skills used in the efficient and effective reading of college texts. This course is designed to improve students' reading and thinking strategies so that they can confidently and independently learn in any college-level course.

READ 2299 Independent Study, 1-3 credits
Prerequisite: Two courses in reading successfully completed.
Designed to offer students the opportunity to do extensive reading or research on a specific topic in reading.

Social Science

SOCS 1172 Honors Seminar on Leadership, 3 credits
(Meets MnTC Goals 2 & 9)
A directed in-depth study of the changing nature of leadership and leadership patterns. Topics include leadership development, tasks of leadership, uses and abuses of power, motivating others, and sharing leadership responsibilities with constituents and followers.

Sociology

SOC 1102 Relationships, Marriage & the Family, 3 credits
(Meets MnTC Goals 5B & 7)
This course presents the social and cultural forces that have implications for the formation and maintenance of social relationships with special attention to marriage and family forms and functioning. Additionally, the course will compare social/cultural patterns and implications for individuals, groups, and society. The course includes a focus on social aspects of relationship formation (mate selection), familial roles, parental roles, sexuality, gender and the life cycle. (CR & online-fall, spr & sum)

SOC 1104 Human Sexuality in Society, 3 credits
(Meets MnTC Goals 5B & 7)
Examines how social and cultural processes organize and shape human sexual behavior. The course includes consideration of cultural forces, historical changes and societal changes that have affected sexuality in society, the investigation of human sexual behavior, and the dissemination of knowledge about sexual processes. Social forces such as media, politics, religion, education, race, ethnicity, and social inequalities are among those explored in the course.

SOC 1108 Death and Dying, 3 credits
 (Meets MnTC Goals 5B) (Cross-listed with PSYC 1108.)
Death is a natural part of the life cycle and a universal event, but it is still

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a topic that is often not discussed or examined. This course will explore historical and contemporary theories and research about grief and death issues. The course will examine death and grief from psychological, sociological, biological and cultural perspectives. It will include topics such as the understanding of death across the lifespan, legal definitions of death, advance directives, religious and cultural death rituals, and grief trajectory research. It will also include a consideration of controversial issues related to death and dying, such as physician-assisted suicide. (CR-spr)

SOC 1111* General Sociology, 3 credits
(Meets MnTC Goals 2 & 5B)

This course is an introduction to the scientific study of human behavior in groups and the social forces that shape society and to the social construction of reality. Special attention is given to the application of sociological ideas and analysis. Topics include but are not limited to: methods of research, major sociological theory, culture, socialization, group dynamics & interaction, deviance and crime; social stratification; race, ethnicity, and gender; the family; social institutions; population and environment; and social change. (CC-fall & spr; CR & online-fall, spr & sum)

*This course is offered through ARCC's Concurrent Enrollment Program

SOC 1145 Gender in Society, 3 credits
(Meets MnTC Goals 5B & 7) (Cross-listed as WOST 1145)

An introduction to the sociological study of gender. Sociological perspectives, research, and current issues related to gender in society are presented. Topics may include gender as it relates to media, family, work, politics, power and inequality, education, religion, socioeconomic forces, race/ethnicity, sexuality, social movements, and social change. (CR-fall & spr)

SOC 2207 Sociology of Power, 3 credits
(Meets MnTC Goals 5B & 7)
Prerequisite: SOC 1111 or consent of instructor.

This course focuses upon social, cultural, and social psychological aspects of minority/majority life experiences. It tracks that focus from personal through social/cultural structures and back through personal and social interactions. It combines the sociological focuses of social stratification/inequality and of culture (e.g. cultural components, cultural variations) and their implications in defining and recognizing patterns in majority/minority realities). Students are required to go beyond academic and classroom content by way of observation and interactions in settings and amongst people that reflect a minority/majority realities. (CR-fall, CC-spr)

SOC 2221 Social Problems, 3 credits
(Meets MnTC Goals 2 & 9)
Prerequisite: SOC 1111 or consent of instructor.

This course presents an overview of contemporary social problems and addresses how sociological perspectives and social science research can contribute to a better understanding of the existence, continuation, and alleviation of social problems. Students will learn how social problems are defined, develop tools to effectively analyze current and past social problems, and learn how social institutions influence social problems. Specific topics may include social inequalities, social institutions, ethical responsibility, and critical examination of alternatives to resolve or alleviate social problems. (CR-spr, online fall in even years)

SOC 2260 Social Psychology, 3 credits
(Meets MnTC Goals 2 & 5B) (Cross-listed as PSYC 2260)

Prerequisite: SOC 1111 or PSYC 1110 or consent of instructor.
Social Psychology concerns itself with the nature of human behavior. It focuses on the point of interaction between the individual and society and groups. The basic questions studied are how the individual shapes societies and groups and how societies and groups affect the individual's behavior. The course will include basic concepts, assumptions, methods, findings and applications. (CC & CR-fall & spr; online-fall, spr & sum)

SOC 2261 Introduction to Crime & Criminology, 3 credits
(Meets MnTC Goals 5B & 9)
Prerequisite: SOC 1111 or consent of instructor.

Overview and analysis of crime and its relationship to societal institutions such as the criminal justice system. Major topics may include but are not limited to measures of crime (crime data), the consequences of criminal law, theories of criminal motivation, theories of crime control, evaluation of crime control policy, and victimology. Special topics may include traditional street crime, white-collar crime, juvenile crime, police conduct, and the relationship between the criminal justice system and other societal institutions. (Online-fall & spr)

SOC 2262 Juvenile Delinquency & Justice, 3 credits
(Meets MnTC Goals 5B and 9)
Prerequisite: SOC 1111 or consent of instructor.

This course will provide an in-depth focus on the procedural and substantive law regarding juvenile offenders with special emphasis on The Minnesota Juvenile Justice System. (CR-fall)

SOC 2299 Independent Study, 1-3 credits
Prerequisite: Two courses in sociology successfully completed.

Designed to offer students the opportunity to do extensive reading or research on a specific topic in sociology. Does not replace any regularly listed course.

Spanish

See Foreign Language Enrollment Guidelines on page 126.

SPAN 1101 Beginning Spanish Language & Culture I, 5 credits
(Meets MnTC Goals 7 & 8)

The first course in a four semester (two-year) sequence. In SPAN 1101 (Spanish I) students learn basic Spanish grammar such as verb conjugation and adjective agreement and practice the basic skills of speaking, listening, reading and writing in the present tense with an emphasis upon correct oral and written expression and aural comprehension. Students are also introduced to various aspects of Hispanic culture in Latin American countries and in Spain as illustrated in the text and through videos and presentations, which may include historical, social and cultural topics. (CC & CR-fall & spr)

SPAN 1102 Beginning Spanish Language & Culture II, 5 credits
(Meets MnTC Goals 7 & 8)

Recommended skills, abilities or coursework: Spanish 1101 or two years Spanish in high school with a score of 200 or higher on the Spanish Placement test.

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

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The second in a four-semester, two-year sequence. SPAN 1102 builds on the grammar and skills acquired in Spanish I. It involves more complex grammatical forms such as object pronouns; and practices the basic skills of speaking, listening, reading and writing with an emphasis upon correct oral and written expression and aural comprehension, particularly in the past tense. Students also examine aspects of Hispanic culture in Latin American countries and in Spain as illustrated in the text and through videos and presentations, which may include historical, social and cultural topics. (CR-fall & spr)

SPAN 1111 Spanish & Latin American Culture: Pre-Columbian Civilizations, 3 credits

(Meets MnTC Goals 6B & 8) (Cross-listed with HUM 1111)
Acquaints students with the civilizations and cultures of Spain and Latin America, with an emphasis on Pre-Columbian civilizations that existed before the arrival of the Spaniards, including the Olmec, Maya, Toltec and Aztec civilizations. The destruction of the Pre-Columbian civilizations by the Conquistadors will also be analyzed. This course is taught in English; no previous knowledge of Spanish is required.

SPAN 1112 Spanish & Latin American Culture: Conquest to present, 3 credits

(Meets MnTC Goals 6B & 8) (Cross-listed with HUM 1112)
An introduction to the culture of the Spanish-speaking world from the time of the Spanish Conquest to the present with respect to politics and social life, literature, religion, music and the arts. Through assigned readings and multi-media presentations, students will discover the rich variety of Hispanic cultures that exist today and how have they developed over the past 500 years. This course is taught in English; no previous knowledge of Spanish is required.

SPAN 2200 Field Study Abroad, 1-3 credits

(Cross-listed as HUM 2200)
Students travel to one or more Spanish-speaking countries to observe first-hand both ancient and modern components of these civilizations. When offered for credit, a classroom segment will precede the trip, covering such topics as a brief history of the area to be visited, cultural differences, etc. No knowledge of Spanish is required.

SPAN 2201 Intermediate Spanish Language & Culture I, 4 credits

(Meets MnTC Goals 7 & 8)
Recommended Coursework: Spanish 1102 or four years of high school with a score of 300 or higher on the Spanish Placement test.
The third in a four-semester, two-year sequence, SPAN 2201 builds on grammar and language skills acquired in the first year language courses (such as present and past tenses and object pronouns) applying this grammar to more complex thematic contexts. While reviewing first year grammar and studying new grammar points, students explore cultural and historical themes and topics relating to Latin America, Spain and Hispanics in the U.S. through readings, videos and class discussion in the target language. (CR-fall)

SPAN 2202 Intermediate Spanish Language & Culture II, 4 credits

(Meets MnTC Goals 7 & 8)
Recommended Coursework: Spanish 2201 or four years of high school

with a score of 400 or higher on the Spanish Placement test.
The last in a four-semester, SPAN 2202 builds on grammar and language skills acquired in the first three semester language courses by adding new grammar structures, such as the future and conditional tenses, with a particular emphasis on the non-indicative modes such as present and past subjunctive as well as commands. Through readings, videos and class discussion in the target language, students continue to explore cultural themes – emphasizing topics relating to modern society in the Spanish speaking world. (CR-spr)

SPAN 2299 Independent Study, 1-4 credits

Prerequisite: Two courses in Spanish successfully completed.
Designed for students to do an in-depth study of a particular topic in Spanish. Applicants must submit a written proposal describing their intended study.

<div style="text-align:center">**Study Skills**</div>

STSK 1102 How to Study & Think Critically, 2 credits

(Meets MnTC Goal 2)
Introducing the concepts and methods needed to increase study efficiency, the course acquaints students with better study habits. Specific areas covered are listening, textbook reading, time scheduling, notetaking, test-preparation and test-taking strategies, project and paper development, library skills, and basic study systems improvement. The course is designed to improve students' knowledge and application of effective study strategies so they can succeed in college and in any other learning environment. (CR-fall; Online-spr)

STSK 2299 Independent Study, 1-3 credits

Designed to offer students the opportunity to do extensive reading or research on a specified topic in study skills.

<div style="text-align:center">**Theatre Arts**</div>

THTR 1101 Introduction to the Theatre, 3 credits

(Meets MnTC Goals 2 & 6C)
Survey of popular forms of drama. The course is designed to increase students' understanding of theatre as an art form and cultural influence. It examines dramatic structure and style, acting, directing, theatre design and architecture from a contemporary and historical perspective. Student will view and critique two or more play productions. (CC, CR-fall, CR-spr)

THTR 1109 Practical Experience in Theatre, 1-2 credit

Any student may participate in college theatre productions. Credit for such participation in acting, stagecraft, costuming, or any other area of production may be earned by working on a college production. There are no formal class meetings. Students arrange individual schedules with the instructor. Students may enroll for one or two credits per semester; course may be repeated for a total accumulation of 4 credits. (CC & CR-fall)

THTR 1120 History of Comedy, 3 credits

(Meets MnTC Goal 6C)
Survey of significant eras of comedy in theatre and film that have shaped

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contemporary American performance comedy. Designed to increase understanding of how comedy has evolved throughout history and how comedy reflects cultural influences. Students will read, view and critique historic and modern comedies. (CR-fall & spr)

THTR 2205 Acting Movement, 3 credits
(Meets MnTC Goal 6C)
This course is an introduction to acting with an emphasis on the fundamentals of stage movement, improvisation, auditioning, and the basics of preparing a role for the stage. It provides the student with studio experience in performance. (CC & CR-fall, even years)

THTR 2206 Acting Vocal, 3 credits
(Meets MnTC Goal 6C)
A beginning acting experience with emphasis on vocal techniques, diction, dialogue, and scene study meant to provide students with studio experience in basic acting, characterization, and rehearsal techniques. (CC & CR-spr)

THTR 2210 Stage Make-up, 2 credits
Explore the basic theory and practice, the design purpose, tools, and methods of stage make-up to see how it enriches the meaning of the drama. Formulate criteria for judging designs and experience practical problem-solving by creating multiple designs and application. (CR-spr)

THTR 2211 Stagecraft, 3 credits
(Meets MnTC Goal 6C)
Introduction to stagecraft with units on set construction, painting, lighting, properties, special effects, drafting, and scene design. Participation in current theatre production is required. (CR-fall & spr)

THTR 2220 Play Directing, 3 credits
(Meets MnTC Goal 6C)
Prerequisite: THTR 1101 or 2205 or 2206.
Play directing gives students the opportunity to learn and apply the principles of play analysis, staging, working with actors, and utilizing technical effects along with other artistic practices to direct and produce a short play at the end of the semester. Students must see and analyze at least one professional production during the semester. (CR-spr)

THTR 2230 Survey of Drama, 3 credits
(Meets MnTC Goal 6C)
Recommended: Successful completion of ENGL 1121.
A survey of representative plays from classical to contemporary drama to examine a form of literature that can be read or experienced in a theatre. Students will analyze, interpret, and evaluate dramatic literature focusing on major types, styles, and historical periods. A study of the textual elements will extend to include visual and aural implications. (CR-fall in odd years)

THTR 2270 Auditioning, 3 credits
This course is designed to prepare students for advanced study and employment in acting. Students will learn auditioning techniques for the stage and screen, develop a repertoire of audition pieces, and become familiar with business aspects of being a working actor. (CR-spr)

Women's Studies

WOST 1100 Introduction to Women's & Gender Studies, 3 credits
(Meets MnTC Goals 7 & 9)
This course provides an introduction to the academic discipline of Women's and Gender Studies. This interdisciplinary survey course will explore a number of topics, emphasizing how feminist theories and methodologies provide a useful framework for analysis. Topics covered may include the social construction of gender, women and work, women and religion, violence against women, women's health and reproduction, trans-national feminist coalitions, sexuality, women's cultural and artistic expression, and women as a force for social change. Both men and women are welcome in this course.

WOST 1108 Biology of Women, 3 credits
(Meets MnTC Goals 3 & 7) (Cross-listed as BIOL 1108)
Study of the biological aspects of being a woman. Analysis of assumptions concerning women's biology and women's health care including importance of taking a responsible role in personal health care. Explores female and male reproductive anatomy and physiology, sexual development, issues related to women's health and disease, pregnancy and birth, contraception and infertility, menopause, and other topics. Includes a reproductive anatomy and physiology-based lab-like experience. Open to both women and men. (CR-fall, spr)

WOST 1145 Gender in Society, 3 credits
(Meets MnTC Goals 5B & 7) (Cross-listed as SOC 1145)
An introduction to the sociological study of gender. Sociological perspectives, research, and current issues related to gender in society are presented. Topics may include gender as it relates to media, family, work, politics, power and inequality, education, religion, socioeconomic forces, race/ethnicity, sexuality, social movements, and social change. (CR-fall & spr)

WOST 2120 Psychology of Women, 3 credits
(Meets MnTC Goal Areas 5B & 7) (Cross listed with PSYC 2120)
Prerequisite: PSYC 1110 or WOST 1100.
This course is an introduction to the theories and research concerning the psychology of women. The course will explore the way that biological, cultural and psychosocial issues affect the psychological development of women. It will include topics such as sexism, the construction of gender categories, gender comparisons, and female identity formation. It will also explore contemporary women's issues related to education, work, and family. (CC-fall, CR-spr)

WOST 2233 Women in American Culture, 3 credits
(Meets MnTC Goals 6B & 7) (Cross-listed as HUM 2233)
Designed to introduce students to issues of gender, class, and race in the United States social and cultural histories. Examines the cultural legacies and traditions, which have shaped both the past and present. Provides an appreciation for the role women have had in this country's progress and examines the impacts gender assumptions play in work, social values, and directions for our nation's future.

WOST 2234 Women in a Global Perspective, 3 credits
(Meets MnTC Goals 6B & 8) (Cross-listed as HUM 2234)

♦ *Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.*

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Introduces the study of gender and women's issues in countries outside the USA. Designed to examine issues of cultural diversity, race, class, religious and social structures, literature and the arts, politics and economic development in countries such as China, Africa, the Pacific Rim, Europe, Russia, and Latin America.

WOST 2242 History of Women in Modern America, 3 credits
(Meets MnTC Goals 5C & 7) (Cross-listed as HIST 2242)
This course examines women's experiences in America from 1900 to the present. We will consider the relationship between race, class, gender and sexuality as we learn about women's roles as reformers, consumers, activists, students, mothers, workers, immigrants, etc. Topics covered include: African-American women and the "Jim Crow" south, women's participation in reform movements, the achievement of the right to vote and the debate about the Equal Rights Amendment, women in the "Roaring Twenties" and Great Depression, the "Feminine Mystique" and Cold War America, women's participation in major social movements such as the Civil Rights Movement, the anti-Vietnam War movement, the Black Power movement, and the Women's Rights Movement. We will read extensively from original documents ("primary sources") for class discussion and to develop critical-thinking skills about historical methods.

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DNP - University of Minnesota

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MM - University of Minnesota

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PhD - Walden University

Larson, Christine
MANE-Nursing
BSN – University of Minnesota
MA, Nursing – Bethel University

Lemke, Blayn
Theatre
BA - Winona State University
MFA - Nat'l Theatre Conservatory-Denver

Lentner, Lisa
Physical Therapist Assistant
MA - College of St. Scholastica

Lewis, Don
Vice President for Finance & Administration
BA - University of Minnesota
MBA- University of St. Thomas
MD - Princeton Theological Seminary

Liberty Clark, Jennifer
Psychology
BA - University of Wisconsin, Stout
MA - St. Cloud State University

Lindquist, Darla
MANE-Nursing
BSN, MSN, FNP - Metropolitan State University

Lopez, Jaimie
Director of Academic & Support Services
BS - St. Olaf College
MS- St. Cloud State University

Lund, Lance
Chemistry
BS - Morningside College
MAT - Mankato State University

Lutz, Christopher
Chemistry
BS - University of Minnesota
PhD - University of Illinois, Urbana

M

Magner, **Shawn** P.
Biology
BS - St. Cloud State University
PhD - University of Louisville

Mago, John
Business
BBA - University of Wisconsin
MS - Cardinal Stritch College
Ed.D. - St. Mary's University

Mamaril, Albert
Librarian
BA, MEd, MLIS -
University of Hawaii

Marchetti, Anthony
Art
BA - Gustavus Adolphus College
MFA - University of Minnesota

Marian, Marko
Art
BFA - Western Michigan University
MFA - University of Cincinnati

Markell, Kathryn
Psychology
BA - College of St. Benedict
MA, PhD - Loyola University

Mauer, Kathleen
English
BA, MA - University of Minnesota
PhD - Marquette University

Mayer, Debra
MANE-Nursing
BSN - University of Northern Iowa
MSN - Walden University

McCabe, Ryan
Philosophy
BA - University of Northern Iowa
MA - University of Kansas

McCarthy, Thomas
Communications Studies; Theatre
BA - St. Mary's College
MA - North Dakota State University
EdD - University of St. Thomas

McKearnan, Joan
Biology
BA - Gustavus Adolphus College
MS - University of Minnesota
PhD - University of Maryland

Meyer, Kelly
English
BA - University of South Dakota
MA - Minnesota State University, Mankato
PhD - Idaho State University

Meyer, Shawn
MANE-Nursing
BSN, MSN -Minnesota State University,
Moorhead

Migliorino, Laura
Art
BFA - School of the Art Institute of Chicago
MFA - University of Minnesota

Miller, Kendra
Psychology
BA - University of Minnesota, Morris
MA - St. Mary's University

Mills, Melissa
Interim Dean of STEM
BS- University of Wisconsin-Eau Claire
MS - University of Minnesota

Morris, Nora
Dean of Research & Institutional Effectiveness
BA - St. Cloud State University
MA - Northern Illinois University

N

Nordin, Thom
Director of TRIO SSS Program
BS - Bemidji State University

Nunokawa, Masataka
Psychology
BA - Washington State University
MA - Syracuse University

O

O'Brien, Gwendolyn
Nursing
BSN - College of St. Benedict
MSN - Gonzaga University

O'Donovan, Ryan
Director of TRIO Upward Bound Program
BS, MS - Butler University

Olsen, Kirsten
Sociology
BA - University of Minnesota, Morris
MA - Ohio State University

Omodt, Mark
Mathematics
BA - Macalester College
MS - Western Washington University

Omundson, Dale
Spanish
AA - Anoka-Ramsey Community College
BS - Montana State University
MS - Minnesota State University, Mankato

Opaku, Michael
Director of Student Development
& Engagement
BA - Iona College
MA - Ball State University

P

Pancerella-Willis, Gina
Librarian
BA - Franklin and Marshall College
MS - Drexel University

Peaslee, Deidra
Vice President of Academic & Student Affairs
BS - South Dakota State University
MS - Minnesota State University, Mankato
EdD - St. Mary's University of Minnesota

Pelzel, Ann
Psychology
BA - Colby College
MA - St. Mary's University

Pieper, Patricia
Chemistry
BS - Augsburg College
PhD - University of Minnesota

ANOKA-RAMSEY
COMMUNITY COLLEGE

Prince, Barbara
Accounting/Computer & Office
Systems Mgmt
BS - Oral Roberts University
BS, MA - University of Minnesota

Pomeroy, Jan
Adult Transition Coordinator
AA - Anoka-Ramsey Community College
BA, MA- Bethel University

Q

Quaschnick, Jillayn
Physical Education/Health
BA - Concordia University
MS - South Dakota State University

R

Rathert, Greg
Dean of Arts & Letters
BA - Weber State University
MA - Oregon State University

Restad, Steve
Business
BA - University of Wisc.- Eau Claire
MBA - University of St. Thomas

Rivard-Sherman, Catherine (Penny)
Physical Therapist Assistant
BA - St. Scholastica
MA - College of St. Catherine

Riehl, Paige
English
BS - Moorhead State University
MA - North Dakota University

Roesselet, Kevin
Chemistry
BA - St. Olaf College
PhD - University of Minnesota

Ruble, Jordan
Sociology
BA/MA - California State University

Rogers, Michelle
Mathematics
BS - University of Minnesota
MEd - Georgia State University

S

Saari, William
Engineering
BS - University of Illinois, Chicago
MS - University of Minnesota

Schmidt, Isabelle
Counseling
BS - North Dakota State University
MS - St. Cloud State University

Schneider, Rick
Art
BA, MFA - University of WI, Madison

Schoen, Joseph
Economics
BA-University of Wisconsin, Green Bay
MA-University of Wisconsin, Madison

Schuster, Matthew
Political Science
MA – Arizona State University
MS – American Public University

Senn, Geoff
Music
BM - University of Minnesota, Duluth
MM - University of Miami

Sloan, Elizabeth
Communications Studies
BA - Spring Hill College
MA - University of South Alabama

Snell, Colleen Tracy
MANE-Nursing
BSN - University of Wisconsin
MS - DePaul University

Sonnek, Christina
Mathematics
MA - University of Minnesota, Duluth

Sponholz, Sarah
Mathematics
BA - St. Olaf College
MS - University of Minnesota, Duluth

Stankey, Scott
English
BS, MA - Minnesota State University, Mankato

Stoderl, Donna
MANE-Nursing
BS - College of St. Teresa
MS - University of Minnesota

T

Teeson, Terese
Communications Studies
BA, MA - University of Minnesota

Traczyk, Joyce
Director of Student Activities
BS - St. Cloud State University

Turner, Tracy
English
BA - St. Mary's College
MA - University of St. Thomas
MFA - Warren Wilson College

V

Vanselow, Jason
Music
DMA - University of Minnesota
MM - Cleveland Institute of Music
BFA - University of St. Thomas

Verkhovtseva, Alexandra
Mathematics
MA - North Carolina State University

W

Wahlberg, Lori
MANE-Nursing
RN - Anoka-Ramsey Community College
MSN - Metropolitan State University

Wahlstrom, Peter
Philosophy
BA, MA - University of Minnesota

Waite-Altringer, Melanie
Biology
BS, MA - St. Cloud State University

Wehling, D. Edward
Earth Science
BS - University of Wisconsin
MS - University of Minnesota

Whittet, Lois
MANE-NursingNursing
LPN - Anoka Technical College
RN - Lakewood Community College
BSN, MSN - Bethel University

Wielgus, Karl
Sociology
BA - Roosevelt University
PhD - Columbia University

Willcutt, Jennifer
Reading
BA, University of Wisconsin-Madison
MA, University of Minnesota

Wolfe, Laurie
Psychology
BA - College of St. Benedict
MS - Syracuse University

Wrenn, Timothy
Computer Science
BS - South Dakota State University
MA - University of Maryland

Wrobel, Scott
English
BA - Southwest Minnesota State University
MFA - Minnesota State University, Mankato

Z

Zins, Wendy
Physical Education/Health
BS - Montana State University
MPH - University of Wisconsin

Zondlo, Timothy
Director of Network Services
BS - St. Cloud State University

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			CC	CR	CC	CR	CC	CR	all campuses		
AENG	2225	Digital Electronics									
AENG	2230	Electromechanical Devices									
AENG	2235	Instrument & Control									
ANTH	2201	Cultural Anthropology		F-CR					F	S	SR
ANTH	2202	Physical Anthropology				S-CR				S	SR
ANTH	2251	Environ Anthropology		F-CR					F		
ANTH	2261	Prin of Archaeology				S-CR				S	
ART	1100	Introduction to Art	F-CC	F-CR	S-CC	S-CR					SR
ART	1107	Art History I		F-CR		S-CR			F	S	SR
ART	1108	Art History II				S-CR					
ART	1115	Design I-Basic Visual Theory	F-CC	F-CR							
ART	1116	Design II: Color Theory									
ART	1117	3D Design				S-CR					
ART	1121	Stained Glass I		F-CR		S-CR					
ART	1122	Stained Glass II				S-CR					
ART	1131	Glass Blowing I		F-CR		S-CR					
ART	1132	Glass Blowing II		F-CR		S-CR					
ART	1141	Drawing I	F-CC	F-CR	S-CC	S-CR					
ART	1142	Drawing II	F-CC	F-CR	S-CC	S-CR					
ART	1143	Introdiction to Figure Drawing				S-CR					
ART	1144	Watercolor I		F-CR							
ART	1145	Watercolor II									
ART	1150	Graphic Design I		F-CR							
ART	1151	Graphic Design II									
ART	1155	Digital Photography I	F-CC	F-CR	S-CC						
ART	1161	Sculpture I		F-CR		S-CR					
ART	1162	Sculpture II				S-CR					
ART	1164	Pinhole Photography						SR-CR			
ART	1165	Photography I		F-CR		S-CR					
ART	1166	Photography II		F-CR							
ART	1170	Digital Imaging I		F-CR		S-CR					
ART	1171	Digital Imaging II									
ART	1172	New Media Design I				S-CR					
ART	1173	New Media Design II									
ART	1175	Animation I									
ART	1241	Painting I	F-CC	F-CR		S-CR					
ART	1242	Painting II		F-CR	S-CC						
ART	1251	Ceramics I		F-CR		S-CR					
ART	1252	Ceramics II		F-CR		S-CR					

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ART	1271	Glass Fusing I				S-CR					
ART	1272	Glass Fusing II				S-CR					
ART	1281	Ceramics		F-CR		S-CR					
ART	1282	Ceramics				S-CR					
ART	2121	Stained Glass III									
ART	2131	Glass Blowing III		F-CR							
ART	2132	Glass Blowing IV				S-CR					
ART	2133	Glass Sculpture I									
ART	2134	Glass Sculpture II									
ART	2165	Digital Photography II				S-CR					
ART	2167	Photography III	F-CR					SR-CR			
ART	2168	Photography IV	F-CR			S-CR					
ART	2200	Portfolio				S-CR					
ART	2253	Ceramics III									
ART	2254	Ceramics IV									
ASL	1101	Am. Sign Lang & Cult. I	F-CC	F-CR		S-CR					
ASL	1102	Am. Sign Lang & Cult. II			S-CC	S-CR					
ASL	2201	Am. Sign Lang & Cult. III		F-CR							
ASL	2202	Am. Sign Lang & Cult. IV				S-CR					
BIOL	1100	Unifying Concepts in Biol		F-CR		S-CR					
BIOL	1102	Medical Terminology		F-CR		S-CR			F	S	SR
BIOL	1103	Environmental Science	F-CC	F-CR	S-CC	S-CR		SR-CR	F	S	SR
BIOL	1104	Human Body	F-CC	F-CR	S-CC	S-CR			F		
BIOL	1106	Principles of Biology I	F-CC	F-CR	S-CC	S-CR	SR-CC	SR-CR			SR
BIOL	1107	Principles of Biology II		F-CR		S-CR					
BIOL	1108	Biology of Women		F-CR		S-CR					
BIOL	1110	Field Biology		F-CR		S-CR		SR-CR			
BIOL	1133	Environmental Science Lab	F-CC	F-CR	S-CC	S-CR		SR-CR	F	S	SR
BIOL	1171	Sem in the Biol Sci	F-CC								
BIOL	2113	Hum Anat & Physiology I	F-CC	F-CR	S-CC	S-CR		SR-CR			
BIOL	2114	Hum Anat & Physiology II	F-CC	F-CR	S-CC	S-CR		SR-CR			
BIOL	2201	Microbiology	F-CC	F-CR	S-CC	S-CR	SR-CC	SR-CR			
BIOL	2202	Genetics		F-CR							
BIOL	2206	Animal Biology				S-CR(ALT)					
BIOL	2207	Plant Biology				S-CR(ALT)					
BIOL	2208	Cell Biology				S-CR(ALT)					
BIOL	2209	General Ecology		F-CR(ALT)							
BIOL	2229	Indep Summer Research									
BIOL	2230	Directed Research in Biol									

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			CC	CR	CC	CR	CC	CR	all campuses		
BMED	1100	Intro to BMED Devices		F-CR							
BMED	2100	Design & Manuf in Med Device Indus		F-CR							
BMED	2200	Med Device Reg & Ethics				S-CR					
BMED	2300	Intro to Quality Assurance		F-CR							
BMED	2310	Risk Mgmt & Assessmt for Med Devices				S-CR					
BMED	2320	Quality Mgmt for Med Devices						SR-CR			
BMED	2400	Intro to Clinical Research				S-CR					
BMED	2500	Intro to Doc/Config Mgmt		F-CR							
BMED	2510	Database Mgmt for the Med Device Indus						SR-CR			
BMED	2520	Technical Writing for Regulated Indus				S-CR					
BMED	2584	Pharm for Nurses									
BMED	2600	Fund. of Dimensional Metrology		F-CR							
BUS	1101	Intro to Business	F-CC	F-CR		S-CR			F	S	SR
BUS	1102	Business Writing Essentials							F	S	SR
BUS	1103	Hum Rel in the Workplace	F-CC	F-CR		S-CR			F	S	SR
BUS	1104	Written Business Comm		F-CR	S-CC	S-CR			F	S	SR
BUS	1105	Indiv/Corp Income Tax							F		
BUS	1108	Business Math							F	S	
BUS	1112	Comp Concepts & Apps		F-CR	S-CC	S-CR			F	S	SR
BUS	1113	Comp Apps II									
BUS	1115	Internet Essentials								S	
BUS	1118	Present. PowerPoint							F		
BUS	1119	Database Mngt Access							F		
Bus	1120	Speaking Confidently at Work				S-CR					
BUS	1121	Deliver Eff Bus Present									
BUS	1122	Bus Ethics & Social Iss				S-CR			F	S	
BUS	1125	Financial Accounting	F-CC	F-CR		S-CR			F	S	SR
BUS	1130	Accounting Fund							F	S	SR
BUS	1134	Comp Accounting								S	
BUS	1135	Payroll Accounting								S	
BUS	1140	Applied Accounting							F	S	SR
BUS	1143	Decision Making Excel							F		
BUS	1145	Customer Service							F	S	
BUS	1148	Prom Tact for Small Bus									
BUS	1149	Professional Selling							F		
BUS	1153	Beginning Keyboarding							F	S	
BUS	1154	Advanced Keyboarding									
BUS	1155	Word Processing Word								S	
BUS	1159	Word Processing Ess							F		

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			CC	CR	CC	CR	CC	CR	F	S	SR
BUS	1174	Office Systems							F		
BUS	1180	Developing Web Pages							F	S	
BUS	1221	Supervision							F	S	SR
BUS	2010	Intro to Human Resources							F	S	
BUS	2015	Benefits & Compensation							F		
BUS	2020	Employee Training & Devel								S	
BUS	2025	Labor Relations							F		
BUS	2030	Hum Res Info Systems								S	
BUS	2126	Managerial Accounting				S-CR			F	S	SR
BUS	2141	Personal Finance							F	S	SR
BUS	2142	Principles of Marketing		F-CR	S-CC	S-CR			F	S	SR
BUS	2144	Principles of Advertising							F		
BUS	2205	Bus Interviewing Techniques									
BUS	2215	Legal Envir of Bus		F-CR		S-CR			F	S	SR
BUS	2217	Employ Law for Bus								S	
BUS	2226	Accounting Intern & Sem								S	
BUS	2227	Mgt/Mkt Intern & Sem								S	
BUS	2228	Ofc Tech Intern & Sem								S	
BUS	2233	Intermediate Accounting								S	
BUS	2240	Intro to Int'l Bus							F	S	
BUS	2242	Prin of Retailing								S	
BUS	2244	Prin of Management							F	S	SR
BUS	2247	E-Commerce									
BUS	2250	Entrepreneurship									
BUS	2265	Admin Ofc Mgt								S	
CAOR	1100	Car Devel Workshop									
CAOR	1102	Career Development		F-CR		S-CR		SR-CR	F	S	SR
CHEM	1020	Interpretive Chemistry	F-CC	F-CR	S-CC	S-CR		SR-CR	F	S	SR
CHEM	1050	Chemistry in Society	F-CC	F-CR	S-CC	S-CR		SR-CR			
CHEM	1061	Principles of Chemistry I	F-CC	F-CR	S-CC	S-CR		SR-CR			
CHEM	1062	Principles of Chemistry II		F-CR	S-CC	S-CR		SR-CR			
CHEM	2061	Organic Chemistry I		F-CR		S-CR		SR-CR			
CHEM	2062	Organic Chemistry II		F-CR		S-CR					
CHIN	1101	Chinese Lang & Cult. I		F-CR							
CHIN	1102	Chinese Lang & Cult. II				S-CR					
CHIN	1111	Intro to Chinese Culture		F-CR		S-CR					
CHIN	2201	Interm Chin Lang & Cult. I		F-CR							
CHIN	2202	Interm Chin Lang & Cult. II		F-CR							
CMST	1100	Intro to Mass Comm		F-CR						S	

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CMST	1110	Intro to Communication	F-CC	F-CR	S-CC	S-CR	SR-CC	SR-CR		S	
CMST	2210	Intercultural Comm							F		
CMST	2215	Public Speaking		F-CR	S-CC	S-CR					
CMST	2220	Interpersonal Comm		F-CR		S-CR		SR-CR	F	S	SR
CMST	2251	Small Group Comm				S-CR					
CNET	1101	PC Troubleshooting		F-CR		S-CR					
CNET	1115	IT & Data Assurance							F	S	
CNET	1201	A+ Core Hard & OS Tech									SR
CNET	1202	Cisco Cert Design Assoc									
CNET	2101	Intro to Networks	F-CC	F-CR		S-CR					
CNET	2105	Sec Awareness & Pol							F	S	
CNET	2112	Desktop Operating Sys	F-CC	F-CR						S	
CNET	2113	Network Operating Sys			S-CC	S-CR			F		
CNET	2114	Fund of Linux/UNIX							F		
CNET	2125	System Virtualization				S-CR					
CNET	2205	Fund of Wireless LANS				S-CR					
CNET	2215	Managing Ntwk Sec				S-CR					
CNET	2297	Field Exper & Sem									
CNET	2301	Routing & Switching Ess			S-CC	S-CR					
CNET	2303	Scaling Networks	F-CC	F-CR							
CNET	2304	Connecting Networks	F-CC	F-CR							
CNET	2320	Unified Comm/VoIP				S-CR					
CNET	2401	Cisco Cert Netwk Assoc									
CNET	2490	Industry Certification									SR
CSCI	1101	Csci & Problem Solving		F-CR				SR-CR			
CSCI	1106	Fund of Comp Sci I		F-CR		S-CR					
CSCI	1107	Fund of Comp Sci II				S-CR					
CSCI	1115	Visual Basic Prog						SR-CR			
CSCI	1125	Object-Oriented Prog Java				S-CR					SR
CSCI	1155	Funct Lang Prog									
CSCI	2100	Discrete Mathematics									
CSCI	2253	Assembly Language Prog		F-CR							
ECON	1100	Am. Economy	F-CC	F-CR	S-CC	S-CR			F	S	
ECON	2205	Princ of Macroeconomics		F-CR	S-CC	S-CR			F	S	SR
ECON	2206	Prin of Microeconomics	F-CC	F-CR	S-CC	S-CR			F	S	SR
EDUC	2000	Found of Education	F-CC	F-CR					F	S	SR
EDUC	2030	Intro to Special Educ			S-CC	S-CR					
ENGL	890	Preparing for Coll Writing		F-CR		S-CR					
ENGL	950	Elements of Coll Writing									

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ENGL	990	Crosscurrent Composition	F-CC	F-CR	S-CC	S-CR					
ENGL	1102	College Vocabulary							F	S	
ENGL	1104	Technical Writing							F		
ENGL	1120	Crosscurrent College Writing and Critical Reading	F-CC	F-CR	S-CC	S-CR					
ENGL	1121	Coll Writing & Crit Rdg	F-CC	F-CR	S-CC	S-CR		SR-CR	F		SR
ENGL	1189	Topics:									
ENGL	2202	Intro to the Study of Lit		F-CR	S-CC	S-CR					SR
ENGL	2203	The Novel		F-CR		S-CR					
ENGL	2204	Short Stories		F-CR		S-CR					
ENGL	2207	Drama				S-CR					
ENGL	2208	Poetry		F-CR		S-CR			F	S	
ENGL	2209	Children's Literature							F	S	
ENGL	2210	Global Literature				S-CR					
ENGL	2215	Special Topics in Lit									
ENGL	2220	British Lit to 1800		F-CR-EVEN					F-Odd		
ENGL	2225	British Lit Since 1800				S-CRdd			F-Odd	S-EVEN	
ENGL	2230	Am. Lit to 1865		F-CR					F		
ENGL	2235	Am. Lit Since 1865				S-CR					
ENGL	2241	Intro to Creative Writing		F-CR	S-CC	S-CR			F	S	
ENGL	2251	Creat Wrtg Stage & Scrn								S	
ENGL	2261	Creat Non-Fiction Writing		F-CR						S	
ENGL	2271	Creat Wrtg Child & Yg Adults								S	
ENGL	2281	A Writer's Life		F-CR					F		
ENGL	2291	Manuscript Dev								S	
ELL	0790	Preparing for Coll Writing		F-CR		S-CR					
ELL	0810	Preparing for Coll Reading		F-CR		S-CR					
ELL	0850	Elements of Coll Writing		F-CR		S-CR					
ELL	0870	Elements of Coll Reading,		F-CR		S-CR					
ENGR	1100	Intro to Engineering	F-CC	F-CR	S-CC	S-CR					
ENGR	1111	Engineering Graphics		F-CR		S-CR					
ENGR	2218	Digital Logic		F-CR							
ENGR	2219	Linear Circuits I				S-CR					
ENGR	2220	Linear Circuits II									
ENGR	2221	Digital Fundamentals		F-CR							
ENGR	2240	Thermodynamics		F-CR							
ENGR	2241	Statics		F-CR							
ENGR	2242	Dynamics				S-CR					
ENGR	2243	Mechanics of Materials				S-CR					
FREN	1101	French Lang & Cult. I		F-CR							

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			CC	CR	CC	CR	CC	CR	all campuses		
FREN	1102	French Lang & Cult. II				S-CR					
FREN	1111	Intro to French Culture		F-CR							
FREN	2201	Interm Fren Lang & Cult. I									
FREN	2202	Interm Fren Lang & Cult. II									
GEOG	1101	Geography of the US	F-CC	F-CR		S-CR					
GEOG	1102	Intro to Hum Geography	F-CC			S-CR					
GEOG	1103	Physical Geography		F-CR	S-CC	S-CR		SR-CR			
GEOG	1106	World Reg Geography		F-CR	S-CC						
GEOG	1108	Minnesota Geography	F-CC	F-CR	S-CC	S-CR					
GERM	1101	German Lang & Cult. I		F-CR							
GERM	1102	German Lang & Cult. II									
GERM	1111	German Culture				S-CR					
GERM	2201	Interm Germ Lang & Cult. I									
GERM	2202	Interm Germ Lang & Cult. II									
GSA	1100	College 100									
GSA	1189	Topics:									
HCCC	1600	Spanish for Healthcare Professions				S-CR					
HIST	1101	Minnesota History		F-CR						S	SR
HIST	1103	ContempWorld History		F-CR		S-CR				S	
HIST	1110	World War II		F-CR	S-CC	S-CR					
HIST	1111	Mod World Civil I				S-CR			F		
HIST	1121	Mod World Civil II	F-CC	F-CR						S	
HIST	1141	Anc & Med World History		F-CR		S-CR					
HIST	1160	History of Africa									
HIST	2211	U.S. History I			S-CC	S-CR			F	S	SR
HIST	2221	U.S. History II	F-CC	F-CR		S-CR					SR
HIST	2240	Am in the Vietnam Era								S	
HIST	2242	Women in Mod Am		F-CR							
HIST	2262	Britain in the Middle Ages									
HIST	2282	Ancient & Med Warfare		F-CR							
HPER	1102	Drugs, Alcohol & Tobacco	F-CC	F-CR	S-CC	S-CR			F	S	SR
HPER	1103	First Aid & CPR	F-CC	F-CR	S-CC	S-CR					
HPER	1106	CPR Re-Certification		F-CR		S-CR					
HPER	1108	Consumer Health				S-CR			F		
HPER	1109	Public Health							F	S	
HPER	1110	Personal & Comm Health		F-CR					F	S	
HPER	1112	Nutrition	F-CC	F-CR	S-CC	S-CR			F	S	
HPER	1115	Stress Management	F-CC	F-CR	S-CC	S-CR	SR-CC	SR-CR			SR
HPER	1120	Wellness for Life	F-CC	F-CR		S-CR				S	

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HPER	1123	Outdoor Activities	F-CC								
HPER	1124	Canoeing									
HPER	1132	Skiing									
HPER	1133	Cross Country Skiing									
HPER	1134	Snowboarding									
HPER	1144	Camping					SR-CC				
HPER	1145	Yoga		F-CR	S-CC	S-CR					
HPER	1152	Aerobic Fitness		F-CR		S-CR					
HPER	1155	Archery									
HPER	1156	Golf									
HPER	1157	Tennis									
HPER	1159	Bowling		F-CR		S-CR					
HPER	1160	Weight Trng & Cond	F-CC	F-CR	S-CC	S-CR		SR-CR			
HPER	1163	Badminton									
HPER	1165	Fitness Walking	F-CC	F-CR		S-CR		SR-CR	F	S	SR
HPER	1166	Jogging/Running									
HPER	1169	Pickleball									
HPER	1170	Interm Weight Trng & Cond		F-CR		S-CR					
HPER	1171	Bicycle Touring									
HPER	1172	Karate									
HPER	1173	Taekwondo									
HPER	1174	Basketball									
HPER	1175	Volleyball									
HPER	1176	Intermediate Volleyball									
HPER	1178	Softball									
HPER	1200	Anatomy of Movement		F-CR							
HPER	2205	Prev & Care of Ath Injuries	F-CC			S-CR					
HPER	2206	Exercise Phys & Kines				S-CR			F		
HPER	2207	Fitness Tstg & Ex Prescr				S-CR					
HPER	2208	Concepts in Personal Training				S-CR					
HPER	2210	Intercollegiate Baseball				S-CR					
HPER	2211	Intercoll Basketball		F-CR		S-CR					
HPER	2215	Intercollegiate Soccer		F-CR							
HPER	2217	Intercoll Softball			S-CC						
HPER	2219	Intercoll Volleyball		F-CR							
HPER	2230	Sport Management				S-CR					
HPER	2240	Coaching Theory				S-CR					
HPER	2296	Sem for Fitness Spec		F-CR		S-CR		SR-CR			
HPER	2297	Sem in Ath Coaching		F-CR		S-CR		SR-CR			

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HSER	1100	Nurs Assist Reg									
HUM	1103	Film As Art									
HUM	1104	Dev A Phil of Life									
HUM	1111	Span Latin Am Culture									
HUM	1112	Span Latin Am Cult		F-CR							
HUM	1130	Humanities Symposia									
HUM	1141	Hum Age of Enlightenment		F-CR							
HUM	1151	Hum Romanticism & Real				S-CR					
HUM	1161	Hum Mod to Postmod World							F	S	
HUM	1171	Honors Seminar									
HUM	1172	Honors Experience									
HUM	1211	Intro to German Culture				S-CR					
HUM	1311	Intro to French Culture		F-CR							
HUM	1411	Intro to Chinese Culture		F-CR		S-CR					
HUM	1511	Intro to Islam and Culture									
HUM	2231	Intro to Africa									
HUM	2232	Women in West Civ									
HUM	2233	Women in Am. Culture									
HUM	2234	Wom A Global Persp									
HUM	2241	Heritage West World I									
HUM	2251	Heritage West World II									
HUM	2261	Heritage West World III									
HUM	2271	Heritage West World IV							F	S	
ICBE	1101	Individ Ed Plng									
IHH	1100	Intro to Holistic Healing		F-CR						S	
IHH	1102	Energy Healing		F-CR-EVEN							
IHH	1103	Movement & Body		F-CR-EVEN							
IHH	1105	Massage/Reflexology									
IHH	1110	Aromatherapy									
IHH	1200	Holistic Hosp & Pall Care									
IHH	1205	Cross Cult Iss Rel to Dying									
IHH	1300	Aging Transform									
IHH	1305	Integr of Holistic Ther									
IHH	2100	Holistic Healing Systems		F-CR-ODD							
IHH	2101	Mind/Body Connections				S-CR-ODD					
IHH	2102	Food as Medicine				S-CR-EVEN					
IHH	2103	Spirituality & Healing							F-EVEN		
IHH	2104	Coaching Skills		F-CR-ODD							
IHH	2105	Bus & Eth in Holistic Hlg		F-CR-EVEN							

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IHH	2106	Intro to Qigong				S-CR-ODD					
IHH	2107	Healing Touch				S-CR-EVEN					
IHH	2110	Opt Hlg Environ									
IHH	2280	Holistic Hosp & Pall Care									
IHH	2285	Holistic Ger Care									
IHH	2297	Internship				S-CR					
IHH	2299	Independent Study									
INTS	1000	First Year Experience	F-CC	F-CR	S-CC	S-CR	SR-CC	SR-CR			
INTS	1100	On Course									
INTS	1200	Diversity Studies	F-CC								
MCOM	1100	Mass Communications		F-CR		S-CR			F	S	
MCOM	1109	Practical Exper Jour		F-CR		S-CR					
MCOM	1151	Principles of Public Relations									
MCOM	2121	Media Writing								S	
MCOM	2141	Photojournalism									
MCOM	2151	Multimedia Prod									
MATH	0100	Pre Algebra	F-CC	F-CR	S-CC	S-CR		SR-CR			
MATH	0240	Math Concepts w/Elementary	F-CC	F-CR	S-CC	S-CR	SR-CC	SR-CR	F	S	
MATH	0250	Intermediate Algebra	F-CC	F-CR	S-CC	S-CR			F	S	
MATH	1100	Math for Liberal Arts	F-CC	F-CR	S-CC	S-CR			F	S	SR
MATH	1110	Introductory Statistics I	F-CC	F-CR	S-CC	S-CR	SR-CC	SR-CR	F	S	SR
MATH	1120	Math for Educational Arts			S-CC						
MATH	1200	College Algebra I	F-CC	F-CR	S-CC	S-CR	SR-CC	SR-CR	F	S	SR
MATH	1201	Coll Algebra II & Trig	F-CC	F-CR	S-CC	S-CR		SR-CR			
MATH	1210	Pre Calculus		F-CR		S-CR					
MATH	1300	Finite Mathematics									
MATH	1310	Survey of Calculus									
MATH	1400	Calculus I	F-CC	F-CR		S-CR		SR-CR			
MATH	1401	Calculus II		F-CR	S-CC	S-CR		SR-CR			
MATH	2100	Discrete Math				S-CR					
MATH	2200	Linear Algebra		F-CR							
MATH	2201	Intro Linear Algebra		F-CR							
MATH	2210	Differential Equations				S-CR					
MATH	2220	Multiv Calc & Vec Analy		F-CR		S-CR					
MATH	2230	Probability & Stats									
MUSC	1100	Music Appreciation							F	S	
MUSC	1101	World Music		F-CR		S-CR			F	S	
MUSC	1102	Class Guitar		F-CR	S-CC	S-CR					
MUSC	1103	Class Piano	F-CC	F-CR		S-CR					

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MUSC	1104	Fund of Music		F-CR	S-CC	S-CR					
MUSC	1105	Applied Lesson	F-CC	F-CR	S-CC	S-CR	SR-CC	SR-CR			
MUSC	1106	Concert Band		F-CR		S-CR					
MUSC	1107	String Orchestra		F-CR		S-CR					
MUSC	1108	Concert Choir	F-CC	F-CR	S-CC	S-CR					
MUSC	1109	Singing 101	F-CC-EVEN			S-CR					
MUSC	1110	Rock & Roll History	F-CC	F-CR	S-CC	S-CR					SR
MUSC	1111	Jazz History							F	S	
MUSC	1112	Introduction to Songwriting				S-CR					
MUSC	1113	Music Technology				S-CR					
MUSC	1116	Music Theory I		F-CR							
MUSC	1117	Aural Comprehension I		F-CR							
MUSC	1120	Music Bus				S-CR					
MUSC	1121	Keyboard Skills II		F-CR							
MUSC	1122	Keyboard Skills II				S-CR					
MUSC	1126	Music Theory II				S-CR					
MUSC	1127	Aural Comprehension II				S-CR					
MUSC	1145	World Drumming Ensemble		F-CR		S-CR					
MUSC	1146	Jazz Ensemble		F-CR		S-CR					
MUSC	1147	Musical Theater Ens				S-CR					
MUSC	1148	Chamber Singers		F-CR		S-CR					
MUSC	1149	Guitar Ensemble	F-CC	F-CR	S-CC	S-CR					
MUSC	1188	Chorale		F-CR		S-CR					
MUSC	2105	Applied Lesson	F-CC	F-CR	S-CC	S-CR					
MUSC	2115	Music Education				S-CR od					
MUSC	2135	Musc Therapy, Tech & Mat				S-CR Ev					
MUSC	2145	Chamber Ensembles	F-CC	F-CR	S-CC	S-CR					
MUSC	2150	AFA Applied Lesson		F-CR		S-CR					
MUSC	2151	AFA Performance Hour		F-CR		S-CR					
MUSC	2175	AFA Recital Applied Lesson		F-CR		S-CR					
MUSC	2201	Music History & Literature I		F-CR							
MUSC	2202	Music History & Literature II				S-CR					
MUSC	2216	Advanced Music Theory I		F-CR							
MUSC	2217	Adv Aural Comprehension I		F-CR							
MUSC	2226	Advanced Music Theory II				S-CR					
MUSC	2227	Adv Aural Comprehension II				S-CR					
NATS	1001	Astronomy	F-CC	F-CR	S-CC	S-CR			F	S	SR
NATS	1003	Geology		F-CR		S-CR	SR-CC				
NATS	1005	Meteorology		F-CR		S-CR					

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NATS	1051	Energy Issues & Solutions		F-CR		S-CR					
NATS	1061	Ground School									
NATS	1171	Sem in Biological Sciences	F-CC								
NURS	1600	Spanish for Healthcare Professions				S-CR					
NURS	2250	Clinical Internship									
NURS	2700	Foundations of Nursing	F-CC	F-CR	S-CC	S-CR					
NURS	2720	Transition to Role Prof Nurse		F-CR							
NURS	2750	Nutrition & Role of Prof Nurse	F-CC	F-CR	S-CC	S-CR					
NURS	2800	Chronic & Palliative Care	F-CC	F-CR	S-CC	S-CR					
NURS	2820	Pharm. & Role of Prof Nurse	F-CC	F-CR	S-CC	S-CR					
NURS	2850	Applied Pathophysiology	F-CC	F-CR	S-CC	S-CR					
NURS	2900	Acute & Complex Care	F-CC	F-CR	S-CC	S-CR					
NURS	2920	Applied Pathophysiology II	F-CC	F-CR	S-CC	S-CR					
NURS	2950	Nursing Leadership I	F-CC	F-CR	S-CC	S-CR					
PHAR	1100	Pharmaceuticals (with lab)	F-CC								
PHAR	2100	Pharmacy Comm (w/lab)			S-CC						
PHAR	2110	Pharmacy Meds Lab			S-CC						
PHAR	2120	Drug Use & React (w/lab)			S-CC						
PHAR	2130	Pharm Admin & Med Bill Lab								S	
PHAR	2297	Pharmacy Technician Intern					SR-CC				
PHIL	1101	Intro to Philosophy	F-CC	F-CR	S-CC	S-CR			F		SR
PHIL	1105	Logic & Critical Reasoning	F-CC	F-CR		S-CR			F		SR
PHIL	1110	Intro to Ethics	F-CC	F-CR		S-CR		SR-CR	F	S	SR
PHIL	1115	Comp World Religions		F-CR	S-CC	S-CR			F	S	SR
PHIL	1120	Environmental Ethics			S-CC				F	S	
PHIL	1180	Intro to Social and Political Philosophy		F-CR							
PHIL	1200	Medical Ethics		F-CR		S-CR			F	S	
PHYS	1007	Elementary Physics	F-CC	F-CR		S-CR					
PHYS	1317	General Physics I		F-CR							
PHYS	1318	General Physics II				S-CR					
PHYS	1327	College Physics I	F-CC (alt)	F-CR		S-CR					
PHYS	1328	College Physics II				S-CR		SR-CR			
POLS	1111	Am. Politics & Govt	F-CC	F-CR		S-CR			F	S	SR
POLS	1121	State & Local Pol & Govt				S-CR					
POLS	1131	World Politics		F-CR		S-CR					
POLS	1141	Envir. Politics							F	S	SR
POLS	2141	European Political Film									
POLS	2202	Public Issues		F-CR					F	S	SR
POLS	2220	Intl Law & Hum Rights									

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POLS	2225	Constitutional Law							F	S	
POLS	2245	Pol Ideas & Ideologies		F-CR		S-CR					
POLS	2265	Political Sci Pract									
PSYC	1108	Death & Dying									
PSYC	1110	General Psychology	F-CC	F-CR	S-CC	S-CR	SR-CC	SR-CR	F	S	SR
PSYC	1115	Stress Management	F-CC	F-CR	S-CC	S-CR	SR-CC	SR-CR	F		SR
PSYC	1130	Parenting Psychology									
PSYC	1135	Understanding Autism Spectrum Disorders		F-CR	S-CC						SR
PSYC	1145	Positive Psychology									
PSYC	1150	Psychology of Men									
PSYC	2120	Psychology of Women									
PSYC	2215	Child & Adolescent Dev		F-CR		S-CR				S	
PSYC	2225	Adult Dev/Psyc Adulthood									
PSYC	2235	Lifespan Development	F-CC	F-CR	S-CC	S-CR	SR-CC	SR-CR	F	S	SR
PSYC	2250	Abnormal Psychology	F-CC	F-CR		S-CR	SR-CC	SR-CR	F	S	SR
PSYC	2257	Psychology & the Media									
PSYC	2260	Social Psychology		F-CR	S-CC	S-CR		SR-CR	F		SR
PSYC	2265	Educational Psychology		F-CR	S-CC						
PSYC	2270	Theories of Personality				S-CR					
PTAC	1010	Clinical Practice I						SR-CR			
PTAC	1020	Muscu Anat & Kin PTA		F-CR							
PTAC	1030	Intro to PTA (Theory)		F-CR							
PTAC	1040	Intro to PTA-LAB		F-CR							
PTAC	1050	Modal & Massage (Theory)				S-CR					
PTAC	1060	Modalities & Massage-LAB				S-CR					
PTAC	1070	Therapeutic Exercise Theory				S-CR					
PTAC	1080	Therapeutic Exercise-LAB				S-CR					
PTAC	1100	Comm & Doc for the PTA I		F-CR							
PTAC	1110	Comm & Doc for the PTA II				S-CR					
PTAC	2000	Musculoskeletal Disorders		F-CR							
PTAC	2010	Neuro & Funct Rehab Theory		F-CR							
PTAC	2015	Neuro & Functl Rehab-LAB		F-CR							
PTAC	2020	Clinical Practice II		F-CR							
PTAC	2040	Special Topics I				S-CR					
PTAC	2050	Special Topics II				S-CR					
PTAC	2060	Clinical Practice III				S-CR					
PTAC	2110	Physical Therapy Research I		F-CR							
PTAC	2120	Physical Therapy Research II				S-CR					
PTAC	2170	Physical Therapy Seminars				S-CR					

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READ	910	Preparing for Coll Reading		F-CR		S-CR					
READ	990	Reading II		F-CR		S-CR					
READ	1106	College Textbook Reading									
READ	1108	College Reading III									
SOC	1102	Relation, Marriage Family		F-CR		S-CR			F	S	SR
SOC	1104	Hum Sexuality in Society									
SOC	1108	Death & Dying				S-CR					
SOC	1111	General Sociology	F-CC	F-CR	S-CC	S-CR		SR-CR	F	S	SR
SOC	1145	Gender in Society		F-CR		S-CR					
SOC	2207	Sociology of Power		F-CR	S-CC						
SOC	2221	Social Problems				S-CR			F-EVEN		
SOC	2260	Social Psychology	F-CC	F-CR	S-CC	S-CR			F	S	SR
SOC	2261	Crime & Criminology							F	S	
SOC	2262	Juv Delinq & Justice		F-CR							
SOCS	1109	Applied Statistics II									
SOCS	1172	Honors Sem on Ldrship									
SPAN	1101	Spanish Language & Cult. I	F-CC	F-CR	S-CC	S-CR					
SPAN	1102	Spanish Language & Cult. II		F-CR		S-CR					
SPAN	1111	Span & Lat Am Culture									
SPAN	1112	Span & Lat Am Cult									
SPAN	1600	Spanish for Healthcare Professions				S-CR					
SPAN	2201	Interm Span Lang & Cult. I		F-CR							
SPAN	2202	Interm Span Lang & Cult. II				S-CR					
STSK	1102	How to Study		F-CR						S	
THTR	1101	Theatre	F-CC	F-CR		S-CR					
THTR	1109	Pract Exper Theatre	F-CC	F-CR							
THTR	1120	History of Comedy		F-CR		S-CR					
THTR	2205	Acting Movement	F-CC-EVEN	F-CR-EVEN							
THTR	2206	Acting Vocal			S-CC	S-CR					
THTR	2210	Stage Make-up				S-CR					

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WOST	2234	Women in a Global Perspective									
WOST	2242	History of Women in Modern America									

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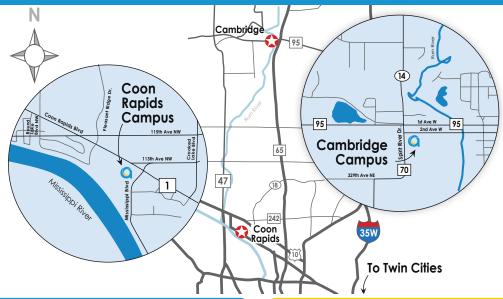**ANOKA-RAMSEY**
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Admissions Director, Ricardo Gonzalez	763-433-1584
College Registrar, Janine Forrer	763-433-1216
Coordinator of Career Services, Christa Hayes	763-433-1285
Coordinator of Student Activities (CR), Joyce Traczyk	763-433-1243
Coordinator of Student Activities (CC), Cindi Gilbert	763-433-1818
Dean of Educational Services for Business, Health/Wellness, World Languages, Social Sciences & International Education, Luanne Hogan	763-433-1297
Dean of Educational Services for Arts & Letters, Greg Rathert	763-433-1864
Dean of Educational Services for STEM (Interim) Melissa Mills	763-433-1332
Chief Student Life Officer, (CR) Lisa Harris	763-433-1292
Chief Student Life Officer, (CC) Steve Crittenden	763-433-1982
Disability Services Coordinator, Linnea Janas	763-433-1903
Foundation Director (Interim), Jamie Barthel	763-422-6082
Associate Dean of Educational Services & Allied Health Programs, Natasha Baer	763-433-1707
Interim Dean of Nursing, Sandra Kohler	763-433-1603
Dean of Academic & Community Outreach, Shannon Kirkeide	763-433-1897
Director of Academic & Support Services, Jaimie Lopez	763-433-1122
Director of Academic Advising & Veterans Services, Brian Wollum	763-433-1188
Director of Financial Aid (Interim), Brittany Tweed	763-433-1399
Director of Health Professions Pathways Project, Natasha Baer	763-433-1707
Director of Human Resources (Interim), Jay Nelson	763-576-4054
Director of Professional & Workforce Training, Jamie Barthel	763-422-6082
Discrimination & Harassment Issues Officer, Michael Opoku	763-433-1272
President, Kent Hanson	763-433-1179
Public Safety Director, Clifford Anderson	763-433-1184
Vice President of Academic & Student Affairs, Deidra Peaslee	763-433-1829
Vice President of Finance & Administration, Don Lewis	763-433-1166

ANOKA-RAMSEY
COMMUNITY COLLEGE

Campus Locations & Directions

To Twin Cities

Coon Rapids Campus

11200 Mississippi Blvd NW, Coon Rapids, MN 55433
Call 763-433-1240

Directions:

From the North:
1. Go southeast on Hwy 10
2. Right on Round Lake Blvd
3. Left on Coon Rapids Blvd
4. Right on Mississippi Blvd and right on College Dr

From the South:
1. I-35W North
2. Exit #30 onto Hwy 10 West
3. Go 10.9 miles to Round Lake Blvd
4. Left on Round Lake Blvd
5. Left on Coon Rapids Blvd
6. Right on Mississippi Blvd and right on College Dr

From the East:
1. I-35E North
2. I-694 West to I-35W/10 North
3. Hwy 10 West at Exit 30
4. Left on Round Lake Blvd
5. Left on Coon Rapids Blvd
6. Right on Mississippi Blvd and right on College Dr

From the West:
1. I-94/694 East
2. Hwy 252 North
3. Hwy 610 East
4. Left on Coon Rapids Blvd (second exit off bridge)
5. Left on Mississippi Blvd and right on College Dr

Cambridge Campus

300 Spirit River Dr S, Cambridge, MN 55008
Call 763-433-1840

Directions:

From the North:
1. Hwy 65 South to Hwy 95 West
2. Drive through Cambridge
3. Left on Co Rd 70
- or -
1. I-35 South to westbound Hwy 95
2. Drive through Cambridge
3. Left on Co Rd 70

From the South:
1. Hwy 65 North to Hwy 95 West
2. Drive through Cambridge
3. Lef on Co Rd 70
- or -
1. I-35 North to westbound Hwy 95
2. Drive through Cambridge
3. Left on Co Rd 70

From the East:
1. From I-35 exit to westbound Hwy 95
2. Take Hwy 95 through Cambridge
3. Left on Co Rd 70

From the West:
1. Hwy 95 eastbound to Co Rd 70
2. Right on Co Rd 70

Maps also available online at:
AnokaRamsey.edu/.
Off campus locations are found at
AnokaRamsey.edu/en/classes/OffCampus.aspx

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