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 of 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/associ-ate-of-science-degrees/nursing/](http://www.anokaramsey.edu/academics/degrees-certificates/two-year-degrees/associate-of-science-degrees/nursing/)

### Program Goals

Upon completion of the Associate of 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 Community 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.

### 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 27.
- 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.

### 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 I —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 (1) ............... 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** ........................................... 3
- **CHEM 1050** ........................................... 3

Courtesies have been prerequisites - see course schedule or catalog description.

Course requires Instructor permission.

**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.
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 prerequisite - see course schedule or catalog description.
^ Course requires Instructor permission.

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.
Pharmacy Technician
Associate of Science (AS) Degree

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. This program is designed for employment and for transfer to bachelor’s degree in Healthcare Leadership and Administration. It will transfer in its entirety to Winona State University. It may transfer in part or in its entirety to other baccalaureate institutions. Students should meet with a representative of the transfer institution or obtain a current catalog from the transfer institution when planning their program. For consideration into the Pharm-D prerequisite rotation at the University of Minnesota, students must complete additional courses in addition to the AS degree. For assistance in program planning, or to explore additional transfer options, students should schedule a time to meet with an academic advisor.

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. Demonstrate 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
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 27.
- 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: 30 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
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<td>Principles of Biology I</td>
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<td>BIOL 2201</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 1120</td>
<td>Cross-Current College Writing and Critical Reading</td>
<td>4</td>
</tr>
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<td>ENGL 1121</td>
<td>College Writing and Critical Reading</td>
<td>4</td>
</tr>
<tr>
<td>PHAR 1100</td>
<td>Introduction to Pharmaceuticals Lec/Lab</td>
<td>2</td>
</tr>
<tr>
<td>PHAR 2100</td>
<td>Pharmacy Communications Lec/Lab</td>
<td>2</td>
</tr>
<tr>
<td>PHAR 2110</td>
<td>Pharmacy Medications Lab</td>
<td>2</td>
</tr>
<tr>
<td>PHAR 2120</td>
<td>Drug Use and Reactions Lec/Lab</td>
<td>2</td>
</tr>
<tr>
<td>PHAR 2130</td>
<td>Pharmacy Administration and Medical Billing</td>
<td>2</td>
</tr>
<tr>
<td>PHAR 2297</td>
<td>Pharmacy Technician Internship</td>
<td>5</td>
</tr>
<tr>
<td>PHIL 1200</td>
<td>Medical Ethics</td>
<td>3</td>
</tr>
</tbody>
</table>

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 2241 OR ENGL 2261

2. Critical Thinking
   - CHEM 1061

3. Natural Science
   - BIOL 2113
   - BIOL 2114
   - BIOL 2202 OR BIOL 2208

4. Mathematical/Logical Reasoning
   - MATH 1114

5. History/Social/Behavioral Sciences
   - PSYC 1110

6. Humanities/Fine Arts

7. Human Diversity
   - CMST 2220

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.

1st YEAR

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>BIOL 1106</td>
<td>Principles of Biology I</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 1120</td>
<td>Cross-Current College Writing and Critical Reading</td>
<td>4</td>
</tr>
<tr>
<td>PHAR 1100</td>
<td>Introduction to Pharmaceuticals Lec/Lab</td>
<td>2</td>
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<tr>
<td>PHAR 2100</td>
<td>Pharmacy Communications Lec/Lab</td>
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<td>PHAR 2110</td>
<td>Pharmacy Medications Lab</td>
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<tr>
<td>PHAR 2120</td>
<td>Drug Use and Reactions Lec/Lab</td>
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<td>PHAR 2297</td>
<td>Pharmacy Technician Internship</td>
<td>5</td>
</tr>
<tr>
<td>PHIL 1200</td>
<td>Medical Ethics</td>
<td>3</td>
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</table>

2nd YEAR

<table>
<thead>
<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>BIOL 2113</td>
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</tr>
<tr>
<td>CHEM 1101</td>
<td>General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 1110</td>
<td>Medical Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PHARM 2297</td>
<td>Pharmacy Technician Internship</td>
<td>5</td>
</tr>
</tbody>
</table>

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.
2017-2018
Sales Management
Associate of Science (AS) Degree

Program Information
The Associate of Science in Sales Management degree is designed to prepare students for entry-level careers in the field while simultaneously preparing 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. See page 27.
• 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 1145 Customer Service .................................................. 3
- BUS 1149 Professional Selling ................................................. 3
- BUS 2125 Financial Accounting .............................................. 4
- BUS 2142 Principles of Marketing .......................................... 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 each 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)
  □ MATH 1114 ................................................................. 4
  □ MATH 1200 ................................................................. 4
- 4. Mathematical/Logical Reasoning
  □ MATH 1114 ................................................................. 4
- 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

Metro 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 1114
ACCT 210: Financial Accounting ................................. BUS 2125
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 prerequisite - see course schedule or catalog description.
Course requires Instructor permission.

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 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 of Science and Associate of 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.
- A minimum grade of C must be earned in all program requirements.
- All computer courses must be completed within the last four years. 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 Communications ....................... 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](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.

<table>
<thead>
<tr>
<th>1st YEAR</th>
<th>2nd YEAR</th>
</tr>
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<tbody>
<tr>
<td>Fall Semester</td>
<td>Fall Semester</td>
</tr>
<tr>
<td>BUS 1103 or 1174* ........ 3</td>
<td>BUS 1103 or 1174* ........ 3</td>
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<td>BUS 1104 ................. 3</td>
<td>TOTAL ................. 9</td>
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<tr>
<td>BUS 1112 ................. 3</td>
<td>BUS 1154** ................. 3</td>
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<td>BUS 1155 ................. 3</td>
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<td>TOTAL .................. 6</td>
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<td>* offered odd years fall only</td>
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</tr>
<tr>
<td>** offered every year spring only</td>
<td></td>
</tr>
</tbody>
</table>

◆ Course has prerequisite - see course schedule or catalog description.
^ Course requires Instructor permission.

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.
2017-2018
Athletic Coaching
Certificate

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 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 and CPR ........................................ 3
- HPER 2205: Prevention and Care of Athletic Injuries .......... 2
- HPER 2240: Coaching and Officiating Theory .................. 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 and Seminar in Athletic Coaching.

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.

<table>
<thead>
<tr>
<th>1st YEAR</th>
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<tbody>
<tr>
<td>Fall Semester</td>
<td>Spring Semester</td>
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<tr>
<td>HPER 1103 .......... 3</td>
<td>HPER 2297 ............ 2</td>
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<td>HPER 2205 .......... 2</td>
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<td>HPER 2240 .......... 3</td>
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</table>

Course has prerequisite - see course schedule or catalog description.
Course requires Instructor permission.

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 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/](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 and Industry .. 2
- BMED 2100 Design and Manufacturing in the Medical Device Industry ............................................. 3
- BMED 2200 Introduction to Medical Device Regulations and Ethics ............................................. 3
- BMED 2300 Introduction to Quality Assurance ................. 3
- BMED 2500 Introduction to Documentation/Configuration Management ............................................. 3
- 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: [www.mnsu.edu/admissions/ge/anokaramsey/GEDT_0152_8222_1/gedt.html](http://www.mnsu.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.

<table>
<thead>
<tr>
<th>1st YEAR</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
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<tbody>
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<td>BIOL 1102</td>
<td>2</td>
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<td>8-11</td>
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</tbody>
</table>

† Course has prerequisite - see course schedule or catalog description.
^ Course requires Instructor permission.

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 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: 13 credits

- BMED 1100 Introduction to Biomedical Devices and 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: 6 credits

- BIOL 1102 Medical Terminology ............................................. 2
- BIOL 1104 The Human Body—Structure and Function .......... 4

General Education/MnTC Requirements: 10-11 credits

- ENGL 1104 OR ENGL 1120 OR ENGL 1121 ........................................ 3-4
- CMST 1110 OR CMST 2215 OR CMST 2220 ............................ 3
- MATH 1114 ................................................................. 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_8224_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.

<table>
<thead>
<tr>
<th>1st YEAR</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMED 1100 ..........</td>
<td>2</td>
<td>BIOL 1102 ..........</td>
</tr>
<tr>
<td>BMED 2300 ..........</td>
<td>3</td>
<td>BMED 2200 ..........</td>
</tr>
<tr>
<td>BIOL 1104 ..........</td>
<td>4</td>
<td>BMED 2600 ..........</td>
</tr>
<tr>
<td>BMED 2100 ..........</td>
<td>3</td>
<td>MATH 1114 ..........</td>
</tr>
<tr>
<td>ENGL 1104 or 1120/1121 ..........</td>
<td>3-4</td>
<td>CMST 1110, 2215, or 2220 ..........</td>
</tr>
<tr>
<td>TOTAL ..........</td>
<td>15-16</td>
<td>TOTAL ..........</td>
</tr>
</tbody>
</table>

◆ Course has prerequisite - see course schedule or catalog description.

^ Course requires Instructor permission.

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.
Business Communication Certificate

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 of Science in Business degree and Associate of 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 Communications ............................. 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.

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1102 ...... 1</td>
<td>BUS 1104 ...... 3</td>
</tr>
<tr>
<td>BUS 1103 ...... 3</td>
<td>BUS 1120 ...... 3</td>
</tr>
<tr>
<td>TOTAL .......... 4</td>
<td>TOTAL ........... 6</td>
</tr>
</tbody>
</table>

♦ Course has prerequisite - see course schedule or catalog description.
^ Course requires Instructor permission.

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.
Business Computer Applications
Certificate

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 of Science in Business degree and Associate of 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 must be completed within the last four years. 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.

<table>
<thead>
<tr>
<th>1st YEAR</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1112</td>
<td>BUS 1143*</td>
<td></td>
</tr>
<tr>
<td>BUS 1118</td>
<td>BUS 1155***</td>
<td></td>
</tr>
<tr>
<td>BUS 1119</td>
<td>TOTAL ..........</td>
<td></td>
</tr>
<tr>
<td>BUS 1180</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

*Offered even years only
**Offered every year only
***Offered every year spring only
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 of Science and Associate of 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.
- 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 1103</td>
<td>Human Relations in the Workplace</td>
<td>3</td>
</tr>
<tr>
<td>BUS 1104</td>
<td>Written Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 1112</td>
<td>Computer Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2125</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
</tbody>
</table>

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 prerequisite - see course schedule or catalog description.
^ Course requires Instructor permission.

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.
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 competency 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 prerequisite - see course schedule or catalog description.
* Course requires Instructor permission.

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 and 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 2520♦ Technical Writing for Regulated Industries .......... 3
OR
- CAOR 2297♦ Career Internships and Field Experience ............. 3

Additional Requirements: 6 credits

- BIOL 1102 Medical Terminology............................................ 2
- MATH 1114♦ Introduction to Statistics.................................. 4

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.

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMED 1100 .......... 2</td>
<td>BIOL 1102......... 2</td>
</tr>
<tr>
<td>BMED 2100 .......... 3</td>
<td>BMED 2400 .......... 3</td>
</tr>
<tr>
<td>BMED 2200 .......... 3</td>
<td>BMED 2520♦ OR</td>
</tr>
<tr>
<td>MATH 1114 .......... 4</td>
<td>CAOR 2297 .......... 3</td>
</tr>
<tr>
<td>TOTAL ................ 12</td>
<td>TOTAL .............. 8</td>
</tr>
</tbody>
</table>

*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 clinical 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.
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 of 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 and 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
- 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

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: www.mnscu.edu/admissions/ge/anokaramsey/GEDT_0152_5014_1/gedt.html.

◆ Course has prerequisite - see course schedule or catalog description.
^ Course requires Instructor permission.

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.
2017-2018

Computer Network Security
Certificate

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

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 of 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.

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: www.mnscu.edu/admissions/ge/anokaramsey/GEDT_0152_6190_1/gedt.html.

Program Requirements ................. 16
Total Credits ............................ 16

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 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 2100◊ Discrete Mathematics ................................................................. 4
  (Cross-listed as MATH 2100)
- CSCI 2253◊ Assembly Language Programming .................................................. 4

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◊ Introduction 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: www.mnscu.edu/admissions/ge/anokaramsey/GEDT_0152_3691_1/gedt.html.

◊ Course has prerequisite - see course schedule or catalog description.
^ Course requires Instructor permission.

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.
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: 29 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPER 1103</td>
<td>First Aid and CPR</td>
<td>3</td>
</tr>
<tr>
<td>HPER 1112</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>HPER 1120</td>
<td>Wellness for Life</td>
<td>4</td>
</tr>
<tr>
<td>HPER 1152</td>
<td>Aerobic Fitness</td>
<td>0</td>
</tr>
<tr>
<td>HPER 1160</td>
<td>Weight Training and Conditioning</td>
<td>2</td>
</tr>
<tr>
<td>HPER 1200</td>
<td>Anatomy of Movement</td>
<td>2</td>
</tr>
<tr>
<td>HPER 2205</td>
<td>Prevention and Care of Athletic Injuries</td>
<td>2</td>
</tr>
<tr>
<td>HPER 2206</td>
<td>Exercise Physiology</td>
<td>4</td>
</tr>
<tr>
<td>HPER 2207</td>
<td>Fitness Testing and Exercise Prescription</td>
<td>2</td>
</tr>
<tr>
<td>HPER 2208</td>
<td>Concepts in Personal Training</td>
<td>2</td>
</tr>
<tr>
<td>HPER 2230</td>
<td>Introduction to Sport Management</td>
<td>3</td>
</tr>
<tr>
<td>HPER 2296</td>
<td>Field Experience and Seminar for Fitness Specialist</td>
<td>2</td>
</tr>
</tbody>
</table>

*HPER 1152 is taken in conjunction with HPER 1120 and will count into the four credits for that class.  
**HPER 1200 is a prerequisite for HPER 2207.  
***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: [www.mnscu.edu/admissions/ge/anokaramsey/GEDT_0152_7561_1/gedt.html](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 for 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPER 1103</td>
<td>First Aid and CPR</td>
<td>3</td>
</tr>
<tr>
<td>HPER 1120/1152</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>HPER 1160</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>HPER 1200</td>
<td></td>
<td>2</td>
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<tr>
<td>HPER 2205</td>
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<tr>
<td>HPER 2230</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>HPER 2296</td>
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<td>2</td>
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<tr>
<td>HPER 2230</td>
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</tr>
<tr>
<td>HPER 2296</td>
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<td>2</td>
</tr>
</tbody>
</table>

* Course has prerequisite - see course schedule or catalog description.  
^ Course requires Instructor permission.
# 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
- **IHH 1102** Movement and Body Manipulation Therapies .................. 3
- **IHH 1103** Holistic Healing Systems .................................................. 3
- **IHH 2100** Mind/Body Connections ..................................................... 3
- **IHH 2101** Food as Medicine/Biologically Based Therapies ............ 3
- **IHH 2102** Spirituality and Healing .................................................... 3
- **IHH 2103** Health and Wellness Coaching Skills ............................... 3
- **IHH 2104** 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: [www.mnscu.edu/admissions/ge/anokaramsey/GEDT_0152_6818_1/gdtt.html](http://www.mnscu.edu/admissions/ge/anokaramsey/GEDT_0152_6818_1/gdtt.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.

<table>
<thead>
<tr>
<th>1st YEAR</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
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<tbody>
<tr>
<td>BIOL 1104</td>
<td>IHH 2100</td>
<td></td>
</tr>
<tr>
<td>IHH 1100</td>
<td>IHH 2101</td>
<td></td>
</tr>
<tr>
<td>IHH 1102</td>
<td>IHH 2102</td>
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<td>IHH 1103</td>
<td>IHH 2103</td>
<td></td>
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<tr>
<td>TOTAL</td>
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<table>
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<tr>
<th>2nd YEAR</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
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<td>IHH 2104</td>
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<td>IHH 2103</td>
</tr>
<tr>
<td>IHH 2297 (optional)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>TOTAL</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>8</td>
</tr>
</tbody>
</table>

*Course has prerequisite - see course schedule or catalog description.

^Course requires Instructor permission.

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.
Network Support & Administration
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 Associate of Science degrees in Business and 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.

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 and Applications .................. 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 1101 PC Troubleshooting, Maintenance and Repair ...... 2
- CNET 1105 IT and Data Assurance ....................................... 3
- CNET 1120 A+ Core Hardware and OS Technologies ............ 3
- CNET 2105 Security Awareness and Policies ......................... 1
- CNET 2110 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 and 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: www.mnscu.edu/admissions/ge/anokaramsey/GEDT_0152_1126_1/gedt.html.

Course has prerequisite - see course schedule or catalog description.
Course requires Instructor permission.

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.
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

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 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.

Development Courses

Some students may need preparatory courses in English, mathematics or reading. Courses numbered below 1000 will not count toward this certificate.

Program Requirements: 15 credits

• 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.

General Education: 12 credits

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: 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1102</td>
<td>Medical Terminology</td>
<td>2</td>
</tr>
<tr>
<td>BIOL 1104</td>
<td>The Human Body--Structure and Function</td>
<td>4</td>
</tr>
<tr>
<td>HCCC 1000</td>
<td>Introduction to Healthcare Careers</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 1200</td>
<td>Medical Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PHAR 1100</td>
<td>Introduction to Pharmaceuticals-Lecture/Lab</td>
<td>2</td>
</tr>
<tr>
<td>PHAR 2100</td>
<td>Pharmacy Communications-Lecture/Lab</td>
<td>2</td>
</tr>
<tr>
<td>PHAR 2110</td>
<td>Pharmacy Medications Lab</td>
<td>2</td>
</tr>
<tr>
<td>PHAR 2120</td>
<td>Drug Use and Reactions-Lecture/Lab</td>
<td>2</td>
</tr>
<tr>
<td>PHAR 2130</td>
<td>Pharmacy Administration and Medical Billing Lab</td>
<td>2</td>
</tr>
<tr>
<td>PHAR 2297</td>
<td>Pharmacy Technician Internship</td>
<td>5</td>
</tr>
<tr>
<td>MATH 0110</td>
<td>Test-out only</td>
<td></td>
</tr>
</tbody>
</table>

Some students may need preparatory courses in English, mathematics or reading. Courses numbered below 1000 will not count toward this certificate.

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 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 of Science and Associate of 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.
- 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 2125 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: www.mnsu.edu/admissions/ge/anokaramsey/GEDT_0152_5686_1/gedt.html.
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 of Science degree and/or an Associate of 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: 17 credits
- BUS 1103 Human Relations in the Workplace ....................... 3
- BUS 1112 Computer Concepts and Applications .................. 3
- BUS 1134♦ Computerized Accounting ............................... 2
- BUS 1135♦ Payroll Accounting .................................. 2
- BUS 1143 Decision Making Using Excel .......................... 3
- BUS 2125 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_5684_1/gedt.html.

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.