



ANOKA-RAMSEY
COMMUNITY COLLEGE

Academic Catalog

2017-2018

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Anoka-Ramsey Community College (ARCC) has made every effort to ensure the accuracy of the material contained within this catalog as of the publication date. Anoka-Ramsey reserves the right to make changes to the content of this catalog and other college publications, policies, procedures, program information, fees, calendars, bulletins, or announcements without notice. Revisions to information contained in this publication will be posted to the official college website at: AnokaRamsey.edu/.

Each student is responsible for being familiar with the information appearing in this catalog. Failure to read the regulations will not be considered an excuse for noncompliance.

Anoka-Ramsey Community College acknowledges its legal and moral responsibility to ensure equal employment and educational opportunities with no discrimination regarding race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, familial status, or membership or activity in a local commission as defined by law. The college is in compliance with Title IX and Section 504 and will continue its affirmative action commitment to removing barriers to equal employment and educational opportunity.

This information is available on the website for those needing to access it in alternative format.



MINNESOTA STATE

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Important Numbers & Academic Calendar

College Telephone Directory

	Cambridge	Coon Rapids
Admissions	763-433-1300	763-433-1300
Advising	763-433-1830	763-433-1230
Bookstore	763-433-1850	763-433-1250
Business Office	763-433-1600	763-433-1600
Continuing Education/Customized Training	763-433-1200	763-433-1200
Disability Services	763-433-1350	763-433-1350
Financial Aid	763-433-1500	763-433-1500
Graduation Information	763-433-1362	763-433-1362
Information Desk	763-433-1840	763-433-1240
Library	763-433-1950	763-433-1150
Math Skills Center		763-433-1260
Placement Testing (Accuplacer)	763-433-1980	763-433-1180
Records & Registration Office	763-433-1400	763-433-1400
Scholarships	763-433-1820	763-433-1220
Transcripts	763-433-1400	763-433-1400
Tutoring Services	763-433-1990	763-433-1190



In case of emergency, call 911 immediately then call the Information Desk at extension 1240 and advise them that 911 has been called and for what reason.

Academic Calendar 2017-2018

Fall Semester 2017

First Day of Fall Semester	Monday, Aug. 21
Holiday Observed: College Closed/No Classes	Saturday, Sept. 2 to Monday, Sept. 4
No Classes	Thursday, Oct. 19 to Sunday, Oct. 22
Holiday Observed: College Closed/No Classes	Friday, Nov. 10 to Sunday, Nov. 12
Holiday Observed: College Closed/No classes	Thursday, Nov. 23 to Sunday, Nov. 26
Last Day of Fall Semester	Friday, Dec. 15

Spring Semester 2018

First Day of Spring Semester	Monday, Jan. 8
Holiday Observed: College Closed/No Classes	Saturday, Jan. 13 to Monday, Jan. 15
Holiday Observed: College Closed/No Classes	Saturday, Feb. 17 to Monday, Feb. 19
No Classes	Tuesday, Feb. 20
Spring Break: No Classes	Monday, March 12 to Saturday, March 17
Last Day of Spring Semester	Friday, May 11
Commencement Ceremony	Friday, May 11

Summer Semester 2018

First Day of Summer Session	Tuesday, May 29
Holiday Observed: College Closed/No Classes	Wednesday, July 4
Last Day of Summer Session	Friday, Aug. 3



Welcome to Anoka-Ramsey Community College and 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.

We are proud to be named one of the Top 10 Community Colleges in the Nation by the Aspen Institute in 2017, a testament to the quality and dedication of our faculty and staff to assure the best experience possible for our students.

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

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

Thank you for choosing Anoka-Ramsey Community College!

Sincerely,

A handwritten signature in black ink that reads "Kent Hanson". The signature is fluid and cursive, with the first name "Kent" being more prominent than the last name "Hanson".

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

Introduction

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 of Arts, Associate of Fine Arts, Associate of Science and Associate of 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 critical thinking, effective communication, accepting diversity, and ethical decision making. As a result, the college will provide experiences that promote learning in the following areas:

- Critical 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 Feb. 21, 2003
Handbook of Accreditation, Third Edition

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, gender identity, gender expression, or familial status is prohibited. In addition, discrimination in employment based on familial status or membership or activity in a local commission as defined by law 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

Office for Students with Disabilities 763-433-1350

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 Department 763-689-9567
Coon Rapids Police Department 763-427-1212

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

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 million in public support. Last year, the foundation awarded 54 scholarships totaling more than \$50,000 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 \$4.5 million in financial support. This support has provided over 3200 scholarships to area residents. The foundation has provided over \$900,000 in college support, and over \$130,000 has been awarded to faculty members for projects designed to enhance the classroom experience for the student.

Admissions

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 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 unless they are able to substitute previous college coursework, AP/IB, ACT, SAT and/or MCA scores for the placement 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

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.

To qualify, high school juniors must be in the top 1/3 of their class and seniors must be in the top 1/2. Juniors and seniors may also qualify for PSEO with their high school GPA. Juniors must earn a 3.5 or higher cumulative, unweighted GPA, and seniors must earn a 3.0 or higher cumulative, unweighted GPA. Students who do not qualify with high school class rank or GPA, or students enrolled in a home school or an area learning center may submit commensurate test results from a nationally-normed, standardized, norm-referenced test such as the ITED, PLAN, ACT, PSAT, SAT, or CAT. To qualify using test results, juniors must score at the 70th percentile or above and seniors must score at the 50th percentile or above.

Anyone interested in applying to the college as a PSEO student must submit the following to the Admissions Office:

- Completed PSEO Student Admission Application
- Completed Notice of Student Registration Form
- Documentation of qualifying class rank, GPA, or nationally standardized test
- Official high school transcript

Sophomore students interested in enrolling under the PSEO Career and Technical program need to:

- be a public 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. PSEO students are not eligible to enroll in programs that require special admissions such as Physical Therapist Assistant and Nursing.

Concurrent Enrollment

Anoka-Ramsey also offers Concurrent Enrollment at many local high schools. Concurrent Enrollment allows eligible students to enroll in college coursework taught by qualified high school instructors on high school campuses. Eligibility requirements for Concurrent Enrollment students are the same as PSEO students. Anoka-Ramsey also partners with some area high schools to offer Early College. Early College allows underrepresented students, who may not have been able to access traditional Concurrent Enrollment, to earn college credit with enhanced support through college foundational courses.

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 and concurrent enrollment students.

Accuplacer test scores are valid three years for reading and two (2) years for math.

Students are NOT required to take the placement test(s) if:

- they are returning students or transfer students who have 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.
- they have ACT sub-scores of at least 22 in math, 18 in English, and 21 in reading.
- they have MCA scores of at least 1158 in math for College Algebra,

1148 in math for Introduction to Statistics, 1150 in math for Mathematics for Liberal Arts, and 1047 in reading for college-level reading. MCA scores cannot be used for English placement.

- they have SAT scores of at least 480 in Evidence-based Reading & Writing (ERW) for college-level reading and English, and 530 in math for College Algebra.

ACT, MCA and SAT scores are valid for five (5) years.

Students whose sub-scores are lower in one of these areas must take the placement test in that area.

Students who have taken the Accuplacer test at another college, have completed a college-level math and/or English course through another college, or would like ACT, MCA and/or SAT scores to be considered in course placement, should send an official copy of their scores/grades to the Records and Registration Office.

Although the placement tests do not determine admission to Anoka-Ramsey, 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).

Records & Registration

Registration

Course schedules for both Anoka-Ramsey Community College campuses are available online at 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: Anoka-Ramsey 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 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 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 of Arts (AA) degree, Associate of Fine Arts (AFA) degree, Associate of Science (AS) degree, or an Associate of Applied Science (AAS) degree.

Anoka-Ramsey 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 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.

Academic Information

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 Registrar 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 (GPA). 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.

GPA 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 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. Refer to 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 getcolleg-ecredit.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. For more information, visit www.IBO.org.

Defense Activity for Non-Traditional Education Support (DSST)

The Defense Activity for Non-Traditional Education Support (DSST) program sponsors more than 35 S examinations to assist students, including military personnel, 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 the Career Center Coordinator by calling the Information Center on either campus. The Career Center Coordinator assists 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 online at: AnokaRamsey.edu/resources/forms/.

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 at the Cambridge Campus 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, differentiate, and analyze.

Saturday College

Tight on time? Take classes on Saturdays. Courses are accelerated—often double the pace of a typical semester course—and up to half of the course-work 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.

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: AnokaRamsey.edu/resources/transfer/transcript-requests/.

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. There is no charge for Graduation Applications submitted for Summer 2017 graduation and beyond. 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* to the Records and Registration 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, 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.

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: AnokaRamsey.edu/cost-aid/tuition-fees/ for credit courses offered at Anoka-Ramsey Cambridge Campus and Coon Rapids Campus for 2017-2018.

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)	
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: 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: Visit [Pay Your Tuition](#), log into eServices, and submit payment using Visa, MasterCard, Discover or eCheck.
 - 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 (5) 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:
 - Visit [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 total number of registered credits at the college is 12 or more.

Part-time Student

A student whose total number of registered credits at the college is 11 or fewer.

Freshman

29 or fewer credits

Sophomore

30 or more credits

Enrollment Definitions for Financial Aid Purposes

Full-time Student

12 or more enrolled credits

Three-quarter time Student

9-11 enrolled credits

Half-time Student

6-8 enrolled credits

Less than Half-time Student

5 or fewer enrolled credits credits

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 2017 tuition due date is July 31, 2017
- Spring 2018 tuition due date is Dec. 14, 2017
- Summer 2018 tuition due date is May 7, 2018

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 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 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.
- **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, tuition will be refunded. 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.

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 will be returned to the title IV program on the student's behalf.

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. The College will return the student's 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.

Satisfactory Academic Progress

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).

See the [Satisfactory Academic Progress Policy](#) for additional information.

Drug Conviction Notice

As prescribed in [Section 484A of the Higher Education Act of 1965](#), a student becomes ineligible to receive federal Title IV financial aid if the student is convicted of an offense under any federal or state law involving the possession or sale of illegal drugs during a period of enrollment for which the student was receiving federal Title IV financial aid. If a student has been convicted of such an offense, s/he should contact the Anoka-Ramsey Community College Financial Aid Office for further information on the steps necessary to regain eligibility.

Verification of Application for Financial Aid

Anoka-Ramsey Community College will verify ALL student applications selected by the FAFSA processor. Verification documents will be requested of the student upon receipt of the FAFSA. Documents must be received and verification performed before any disbursement of financial aid will be made. If there are errors, we will update your application, recalculate your aid eligibility and send a current award letter to you. The deadline for the submission of verification documents is 120 days after the last date of enrollment (or date published by the Department of Education, whichever is earlier). Documents submitted later than either of those two deadlines will not be processed.

Changes to Schedule After Pell Census

Your class schedule must be firm and you should not make any changes after the 5th day of the semester or you risk aid reductions. It is expected that you will attend your registered courses. If you drop a class and add another class that is the same number of credits after the 5th day of the semester, your aid will be negatively affected, as this add will not be recognized. If you have a special exception to add late prior to the 10th business day of the course, you will remain eligible for the Pell Grant.

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 5th 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.
- Loan Pro-ration: The loan pro-ration requirement applies to students who plan to complete a degree program or certificate program in an enrollment period that is shorter than an academic year at Anoka-Ramsey.
- Financial aid is awarded to eligible students who have completed the financial aid application process and who are seeking a valid degree, diploma, or certificate at Anoka-Ramsey. Applicants are awarded on the basis of financial need using data from the Free Application for Federal Student Aid (FAFSA), which must be completed annually.

- Students must be accepted into a program of study (major) that leads to a degree, diploma, or certificate. Students who have not declared a major or have not been accepted into a program of study are not eligible for financial aid. In addition, ineligible majors or courses include, but are not limited to, customized training courses and any programs that are less than 16 credits.
- Applications are evaluated on a first-come, first-served basis beginning in spring of the calendar year prior to the fall semester start and on a rolling basis thereafter. Summer session is considered a trailer or the third semester of the academic year. Financial aid is awarded after the student registers for summer courses.
- Anoka-Ramsey reserves the right to change awards based on availability of funds, changes in enrollment, academic progress, and/or changes in student eligibility.
- In compliance with federal regulations, our office is annually audited by an independent third-party auditor. Our office also completes self-auditing of our programs to ensure accuracy in our processing.
- Due to federal regulations [our policy states](#) that students can only repeat a passed course once and still be covered by financial aid.
- If a student's or parents' (for dependent students) financial situation changes after the completion of the FAFSA, the Financial Aid Office may be able to help. After filing federal taxes for the applicable year, request a "Special Circumstances" form from the Financial Aid Office. It is our policy to select all students applying for a consideration of special circumstances for verification.
- A student who does not meet the federal criteria for independent status as listed in the FAFSA may have his/her status changed under extreme circumstances. If the student feels that the parent information is not relevant or the parents are unable to be located, the student may apply for a dependency override with proper documentation. Minimum documentation includes:
 - » A detailed letter explaining the situation, including why the student feels s/he is unable to obtain parental information. The letter should contain any other information that may be relevant such as when the student last lived with the parent and/or received any financial support from the parent.
 - » A written statement from two individuals who have first-hand knowledge of the situation, such as clergy, school administrator, social worker, or counselor. Letters from family members may be accepted but only if accompanied by a second letter from a non-family member.
- None of the following conditions, either singly or in combination, will qualify a student for a dependency override:
 - » Parents refuse to contribute to child's education.
 - » Parents are unwilling to provide information on the financial aid application or for verification purposes.
 - » Student demonstrates self-sufficiency.

You will be notified after a decision has been made. Please also see page 17 for enrollment classifications for financial aid purposes.

Consumer Information is posted for public access and can be found here: AnokaRamsey.edu/about-us/policies-disclosures/student-consumer-information/. This information includes (but is not limited to) information about academic programs, our accreditation status, campus crime reports, our drug and alcohol prevention plan (for students and employees), gainful employment information and student outcomes.

Applying for Financial Aid

Every student attending Anoka-Ramsey 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). 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 over \$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. Scholarships are awarded multiple times during the academic year and varies based on campus location.

Scholarship application forms and brochures can also be found online at 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 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 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. 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 Campus) or 763-433-1240 (Coon Rapids Campus), or visit in person: Cambridge Campus, check in at the Front Desk; Coon Rapids Campus, Rm SC273.

Career Services 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: AnokaRamsey.edu/resources/forms/.

Counseling & Advising Services

Anoka-Ramsey 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 and occupational research 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 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 students who want to practice their English skills with lifelong English speakers to engage in 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 policies. 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 that was sent in the acceptance letter.

Office for Students with Disabilities

Anoka-Ramsey 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 or 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). Make plans to visit with the Coordinator of Adult Transitions to design your educational plan.

Office of Diversity & Multiculturalism

The Office of Diversity & Multiculturalism 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.

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, Rm SC178B, 763-422-6094, MosaicCenter@anokaramsey.edu. For more information, visit: AnokaRamsey.edu/campus-life/diversity-inclusion/mosaic-center/

Office of Records & Registration

The Office of Records and Registration processes 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: 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 an 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, visit: 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.

Tutoring Services

The Academic Support Center (ASC) provides free tutoring in a variety of subject areas at both the Cambridge Campus and Coon Rapids Campus. Peer tutors are available on a drop-in basis. Professional staff tutoring for business, chemistry, mathematics and writing are available: by 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. The Minnesota State system also provides access to SmarThinking, a third-party, online tutoring service for students. For more information, visit: SmarThinking.com or www.pearson.com/us/higher-education/products-services-institutions/smarthinking-online-tutoring.html.

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.

Veterans' Services

Veterans' 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 Veterans' 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.

Student Life Programs

For more information about student programming or clubs, visit: 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)
- Business Technology Club (Biz-Tech) (CC/CR)
- Campus Ministry International (CMI) (CR)
- Ceramic Guild (CR)
- Chemistry Club (CR)
- Christian Club (CRU) (CR)
- Club Hockey (CR)
- Communication Club (CR)
- Complementary & Alternative Medicine Club (CAM) (CR)
- Computer Science Club (CR)
- Creative Writing Club (CC/CR)
- Engineering & Physics Club (CR)
- Gay Straight Alliance (GSA) (CR)
- Gender, Equality & Reproductive Rights League (GERRL) (CR)
- Gender-Sexuality Alliance (GSA)(CC)
- Health Occupations Students of America (HOSA)(CC)
- Hearts Ablaze Christian Club (CC)
- History Club (CR)
- Life Skills Club (CR)
- Literature Club (CC)
- Math Club (CR)
- Math Team (CR)
- Multicultural Club (CR)
- Muslim Student Association (CR)
- Photography Club (CC)
- Pre-Vet & Pre-Med Club (CR)
- Pro-Life Club (CR)
- Psi Beta (Honors Psychology Club) (CR)
- Psychology Club (CC/CR)
- Society for Creative Anachronism (CR)
- Spanish Club (CC)
- STEM Chicks Club (CR)
- Student Nurses Association (SNA) (CC/CR)
- Students for Life (CC)
- Sustainability Club (CR)
- Swing Dancing Club (CR)
- Theatre Club (CR)
- Transnational Student Union (TSU) (CR)
- Veterans & Military Student Organization/Student Veterans Club (CR)

Student Senate

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)
- Fastpitch Softball (CC)
- Soccer (CR)
- Volleyball (CR)

Intramural & Recreational Sports

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

Student Leadership Opportunities

- Campus Activity Board (CC/CR)
- Phi Theta Kappa Honor Society (PTK)(CC/CR)

Music, Theatre & Art

(Optional Credit available)

Band

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

Choir

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

Literary Magazines

- Rapids Review (CR)
- Spirit River Review (CC)

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

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

- 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

Professional & Workforce Training (PWT)

Professional & Workforce Training (PWT) at 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.
- 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, 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, and information on course offerings, certificates and programs offered. For current information, visit: ProWorkTraining.com or AnokaTech.edu/ProWorkTraining.aspx.

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.

Degree & Certificate Information

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 a student who 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 a 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 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. Students must submit a *Graduation Application* in order to receive the degree; it is not automatically awarded, even if the student has met all the requirements of their degree.

Degrees & Certificates

Anoka-Ramsey Community College offers the following degrees:

- **Associate of Arts**
- **Associate of Applied Science**
- **Associate of Fine Arts**
- **Associate of Science**

Anoka-Ramsey also offers several certificates.

Associate of Arts Degree

Overview

The Associate of 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 a goal area (see below). 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 34. 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 of 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 27.
- 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 41.

Associate of Arts Degrees

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

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

Associate of Applied Science Degree

Overview

The Associate of Applied Science degree (AAS) is intended for 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 Requirements for AAS 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 27.
- 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 51.

Associate of Applied Science Degrees

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

Associate of Fine Arts Degree

Overview

The Associate of 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 27.
- 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 58.

Associate of Fine Arts Degrees

- Art
- Creative Writing
- Music
- Theatre

Associate of Science Degree

Overview

The Associate of Science degree (AS) is intended for 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 Requirements for AS 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 27.
- 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 65.

Associate of Science Degrees

- Accounting
- Applied Engineering Technology–Biomedical Design & Manufacturing
- Biology
- Biomedical Technology
- Business
- Business, Industry & Technology
- Community Health
- Computer Networking
- 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 10-30 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 90.

Administrative Specialist
Athletic Coaching
Biomedical Core
Biomedical Technology
Business Communication
Business Computer Applications
Business Generalist
Clinical Research Professional
Computer Help Desk Specialist
Computer Network Security

Computer Programming
Fitness Specialist
Integrative Health & Healing
Network Support & Administration
Pharmacy Technician
Retail Management
Small Business Accounting

Visit [Minnesota State - Procedure 3.36.1 Academic Programs](#) for a complete listing of the Minnesota State authorized award requirements.

College Transfer

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 (MnTC)
 - 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/index.htm
- 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 Pathways

Transfer Pathways are curriculum plans created by teams of educators around the state to ensure that Minnesota State students who complete certain associate degrees can transfer to any of seven Minnesota State universities to obtain a bachelor's degree without losing time and money, and without generating excess credits.

Students who complete a Transfer Pathway degree will be guaranteed junior status upon admission to the university, and are assured that the bachelor's degree can be completed in 60 additional credits (for 120-credit programs). A student must still meet any special admission requirement for the major and are not guaranteed admission into the major itself.

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. 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 of Arts degree that includes the Minnesota Transfer Curriculum.

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 of 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.

Joint Admission Program

Anoka-Ramsey Community College has a joint admission agreement with University of Minnesota-Twin Cities. For further information concerning the joint admission program, 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 Sciences (CBS), College of Continuing Education (CCE), College of Design (CDes), College of Education and Human Development (CEHD), College of Food, Agricultural and Natural Resource Sciences (CFANS), College of Liberal Arts (CLA), and the College of Science and Engineering (CSE) 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.

Transfer Agreements

Many transfer agreements exist that simplify transfer procedures for students and allow for transfer of credits from Anoka-Ramsey Community College to other colleges or universities. Some coursework or exams (such as CLEP, credit by exam, or DANTES), completed as part of the MnTC requirements, however, may not be accepted for credit by the University of Minnesota or other institutions.

Anoka-Ramsey offers many four-year degrees on the Coon Rapids and Cambridge Campuses. Specific pages outlining what Anoka-Ramsey courses will transfer to a University are listed (sometimes called a Transfer Guide). When not available, a link to the transfer students page is given. Also listed are Articulation Agreements, or specific degree agreements between Anoka-Ramsey and the receiving institution.

Augsburg College

Auggie Plan: Simply complete your associate's degree at Anoka-Ramsey and transition to Augsburg College to complete your bachelor's degree: www.augsburg.edu/registrar/transferguides/

Articulation Agreements:

- Creative Writing AFA to Augsburg English, Creative Writing BA
- Music AFA to Augsburg Music BA

Bemidji State University

Four-year degrees on campus: BS of Business Administration, RN to BSN, FasTrack to License for Teaching Secondary Students, and DLiTE K-8 Teacher Licensure program (hybrid format) are available at the Coon Rapids Campus: www.bemidjistate.edu/admissions/undergrad/explore/academics/transfer/

Articulation Agreements:

- Business AS to Business Administration BS or Business Administration: Management or Entrepreneurship/Small Business Management Emphasis BS
- Nursing (MANE) AS or Health Sciences (Broadfield) AS to Nursing BS

Bethel University

www.bethel.edu/undergrad/admissions/explore/transferring-credits#TES

College of St. Scholastica

www.css.edu/undergraduate/undergraduate-traditional/incoming-credits-and-course-information.html

Articulation Agreement:

- Nursing AS to College of St. Scholastica RN to BS Nursing Track

Concordia University, St. Paul

Four-year degrees on campus: BA of Business and BA of Psychology are available at the Cambridge Campus: www.csp.edu/wp-content/uploads/anoka_ramsey.pdf

Articulation Agreements:

- Business AS to Concordia Business BA
- Exercise Science AS or Physical Therapy Assistant AAS to Concordia Exercise Science BA
- Health Sciences (Broadfield) AS to Concordia Health Care BA
- Nursing AS to Concordia Nursing BSN

Dunwoody College of Technology

www.dunwoody.edu/admissions/transfer/

Articulation Agreement:

- Engineering AS to Dunwoody Mechanical Engineering BA

Hamline University

www.hamline.edu/undergraduate/admission/transfer-students.html

Articulation Agreement:

- Creative Writing AFA to Hamline Creative Writing BFA

Metropolitan State University

Four-year degrees on campus: RN to BSN is offered at the Coon Rapids Campus: www.metrostate.edu/admissions/undergraduate/transfer-students

Articulation Agreements:

- AS degree or AAS degree to Metro State BA in Individualized Studies
- Accounting AS to Metro State Accounting BS
- Biomedical Technologist AS to Metro State Technical Communications BA
- Computer Networking AS to Metro State Information Assurance BAS
- Creative Writing AFA to Metro State Screenwriting BA or Writing BA
- Health Sciences (Broadfield) AS or Nursing (MANE) AS to Metro

- State Nursing BSN
- Human Resources Associate AS, Sales Management AS, Business Administration AS or Business, Industry, Technology AS to Metro State Business Administration BS
- Theater AFA to Metro State Theater BA

Minnesota State University, Mankato

www.mnsu.edu/admissions/transfer.html

Articulation Agreement:

- Nursing (MANE) AS to Mankato Nursing BS

Minnesota State University, Moorhead

Four-year degree on campus: BS of Special Education with licensure in the areas of specific Learning Disabilities and Emotional/Behavior Disorders is offered as a 2+2 program at the Cambridge Campus: www.mnstate.edu/admissions/transfer/transferringcourses.aspx

Articulation Agreements:

- Applied Engineering Technology AS to Moorhead Operations Management BS
- Business, Industry & Technology AS to Moorhead Proj Management BS
- Business Marketing and Management AAS or Human Resources Associate AS to Moorhead Project Management BS
- Creative Writing AFA to Moorhead English BA
- Education AA to Moorhead Special Education BS
- Nursing AS to Moorhead Nursing BSN
- Theater AFA to Moorhead Theater Arts BA

Northwestern Health Sciences University

www.nwhealth.edu/admissions/transfer-students/

Articulation Agreement:

- Biological Sciences AS to Human Biology BS

School of the Art Institute of Chicago

www.saic.edu/admissions/ug/transferpriordegreestudents/transfercredit-academicrequirements/

Articulation Agreement:

- Art AFA to Art Technology Studies BFA

St. Cloud State University

www.stcloudstate.edu/transfer/default.aspx

Articulation Agreements:

- Environmental Science AS to SCSU Environmental Studies BS
- Nursing (MANE) AS to SCSU Nursing BS

Southwest Minnesota State University

Four-year degree on campus: BS of Exercise Science is offered at the Coon Rapids Campus:

www.smsu.edu/admission/transfer/index.html

Articulation Agreements:

- Exercise Science AA to Southwest Exercise Science BS
- Music AFA to Southwest Music BA
- Nursing (MANE) AS to Southwest Nursing BSN

St. Mary's University of Minnesota, Twin Cities

www.smumn.edu/admission/undergraduate/transfer-students

Articulation Agreements:

- Applied Engineering Technology AS to Business Administration, Biomedical Technology Management Specialization BS
- Business AS to Business Administration BS
- Human Resources Associate AS to Human Resources Management BS

University of Minnesota, Crookston

www.crk.umn.edu/admissions/prospective-transfer-students

Articulation Agreement:

- Accounting AS to Accounting BS

University of Minnesota, Duluth

d.umn.edu/onestop/transfer/index.html

University of Minnesota, Twin Cities

admissions.tc.umn.edu/academics/mncas.html

Transfer Credit Resources

admissions.tc.umn.edu/PDFs/transfer_credit.pdf

University of Northwestern, St. Paul

<https://undergraduate.unwsp.edu/transfer>

Articulation Agreement:

- Music AFA to Music BA

University of St. Thomas

www.stthomas.edu/media/undergraduateadmissions/pdfs/guidesheets/2016/AnokaRamsey.pdf

University of Wisconsin, River Falls

www.uwrf.edu/Admissions/TransferStudents/TransferGuide.cfm

University of Wisconsin, Stout

www.uwstout.edu/admissions/transfer/index.cfm

University of Wisconsin, Superior

www.uwsuper.edu/admissions/transfers/transferring-credits.cfm

Articulation Agreement

- Creative Writing AFA to Writing BA

Winona State University

www.winona.edu/admissions/transfercourses.asp

Articulation Agreements:

- Nursing (MANE) AS or Health Sciences (Broadfield) AS to Winona Nursing BS
- Pharmacy Technician AS to Winona Healthcare Leadership and Administration BAS

Bachelor Degrees Offered at Anoka-Ramsey

Anoka-Ramsey has expanded students' access to four-year degrees by bringing programs from other institutions to its Coon Rapids and Cambridge Campuses. For additional information on current programs offerings, visit: AnokaRamsey.edu/academics/degrees-certificates/bachelor-graduate-degrees/.

Programs

Business

(Cambridge Campus)

- BA degree program by Concordia University, St. Paul

Business Administration

(Coon Rapids Campus)

- BS degree program by Metropolitan State University
- BS degree program by Bemidji State University

Exercise Science

(Coon Rapids Campus)

- BS degree program by Southwest Minnesota State University

Fastrack License for Secondary Certification

(Coon Rapids Campus and online)

- BS degree program by Bemidji State University

MANE Nursing RN to BSN

(Cambridge or Coon Rapids Campus)

- Dual enrollment

Nursing

(Cambridge Campus)

- BS degree program by Bemidji State University
- (Coon Rapids Campus)
- BSN degree program by Metropolitan State University

Psychology

(Cambridge or Coon Rapids Campus)

- BA degree program by Concordia University, St. Paul

Special Education

(Cambridge Campus)

- BS degree program leading to E/BD licensure by Minnesota State University, Moorhead

Teacher Education K-8 License (DLITE)

(Coon Rapids Campus)

- BS degree program in Elementary Education by Bemidji State University

Minnesota Transfer Curriculum (MnTC) Guidelines

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 funda-

mental 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: Anokaramsey.edu/academics/minnesota-transfer-curriculum/

Minnesota Transfer Curriculum (MnTC)

The Minnesota Transfer Curriculum (MnTC) is an agreement between Anoka-Ramsey Community College, Minnesota State schools, and the University of Minnesota. The MnTC will transfer as a "package" to any Minnesota State 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 2.0 GPA for the entire MnTC. Grades of A, B, C, and D are accepted within the MnTC.** Courses with a superscript (e.g.: ENGL 1121²) 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: Communication. Two courses required: one from A and one from B.		
A. Written (one course required): ENGL 1120 ² <i>Cross-Current College Writing and Critical Reading</i> (4) ENGL 1121 ² <i>College Writing and Critical Reading</i> (4)	B. Oral (one course required): CMST 1110 ² <i>Introduction to Communication</i> (3) CMST 2215 ² <i>Public Speaking</i> (3) CMST 2220 ⁷ <i>Interpersonal Communication</i> (3)	C. Other (no course required, but counts toward 40 credits): CMST 2251 ² <i>Small Group Communication</i> (3) ENGL 1104 ² <i>Technical Writing</i> (3) ENGL 2241 ⁶ <i>Introduction to Creative Writing</i> (3) ENGL 2251 ⁶ <i>Creative Writing for Stage and Screen</i> (3) ENGL 2261 ⁶ <i>Creative Nonfiction Writing</i> (3) ENGL 2262 ⁶ <i>Poetry Writing</i> (3) ENGL 2263 ⁶ <i>Fiction Writing</i> (3) ENGL 2271 ⁶ <i>Creative Writing for Children and Young Adults</i> (3) MCOM 2121 <i>Media Writing</i> (3) MCOM 2131 <i>Reporting, Writing, and Editing for Online Publications</i> (3)
Goal 2: Critical Thinking. Three courses required.		
BIOL 1171 ³ <i>Seminar in the Biological Sciences</i> (3) CHEM 1061 ³ <i>Principles of Chemistry I</i> (4) CHEM 1062 ³ <i>Principles of Chemistry II</i> (4) CMST 1100 ⁹ <i>Introduction to Mass Communication</i> (3) CMST 1110 ¹ <i>Introduction to Communication</i> (3) CMST 2215 ¹ <i>Public Speaking</i> (3) CMST 2251 ¹ <i>Small Group Communication</i> (3) ECON 1100 ⁵ <i>Introduction to the American Economy</i> (3) ECON 2205 ⁵ <i>Principles of Macroeconomics</i> (3) ECON 2206 ⁵ <i>Principles of Microeconomics</i> (3) ENGL 1104 ¹ <i>Technical Writing</i> (3) ENGL 1120 ¹ <i>Cross-Current College Writing and Critical Reading</i> (4) ENGL 1121 ¹ <i>College Writing and Critical Reading</i> (4) HIST 1141 ⁵ <i>Ancient and Medieval World History</i> (4) HIST 2262 ⁵ <i>History of Britain in the Middle Ages</i> (3) HIST 2282 ⁵ <i>Warfare in the Ancient and Medieval World</i> (3) INTS 1000 <i>First-Year Experience</i> (2) MCOM 1100 ⁹ <i>Introduction to Mass Communication</i> (3)	NATS 1171 ³ <i>Seminar in the Biological Sciences</i> (3) PHIL 1101 ⁶ <i>Introduction to Philosophy</i> (3) PHIL 1105 ⁴ <i>Introduction to Logic and Critical Reasoning</i> (3) PSYC 1115 <i>Stress Management</i> (3) PSYC 1130 <i>Parenting Psychology</i> (3) PSYC 1135 ⁷ <i>Understanding Autism Spectrum Disorders</i> (2) PSYC 2110 ⁵ <i>Introduction to Research Methods</i> (3) PSYC 2257 ⁹ <i>Psychology and the Media</i> (3) PSYC 2260 ⁵ <i>Social Psychology</i> (3) PSYC 2265 <i>Educational Psychology</i> (3) PSYC 2270 ⁵ <i>Theories of Personality</i> (3) PSYC 2280 ⁵ <i>Statistics for the Behavioral Sciences</i> (4) SOC 1111 ⁵ <i>General Sociology</i> (3) SOC 2221 ⁹ <i>Social Problems</i> (3) SOC 2260 ⁵ <i>Social Psychology</i> (3) SOC 1172 ⁹ <i>Honors Seminar on Leadership</i> (3) STSK 1102 <i>How to Study and Think Critically</i> (2) THTR 1101 ⁶ <i>Introduction to the Theatre</i> (3)	
Goal 3: Natural Sciences. One Physical Science course required and one Biological Science course required. One of these must have a lab. Lab is denoted with an asterisk (*).		
Physical Sciences (one course required): CHEM 1020* <i>Interpretive Chemistry</i> (4) CHEM 1050* <i>Fundamentals of General, Organic, and Biological Chemistry</i> (3) CHEM 1061 ^{2*} <i>Principles of Chemistry I</i> (4) CHEM 1062 ^{2*} <i>Principles of Chemistry II</i> (4) NATS 1001 <i>Astronomy</i> (3) NATS 1003* <i>Geology</i> (4) NATS 1005* <i>Meteorology</i> (4) PHYS 1007* <i>Elementary Physics</i> (4) PHYS 1317* <i>General Physics I</i> (5) PHYS 1318* <i>General Physics II</i> (5) PHYS 1327* <i>College Physics I</i> (6) PHYS 1328* <i>College Physics II</i> (6)	Biological Sciences (one course required): BIOL 1100* <i>Unifying Concepts in Biology</i> (4) BIOL 1103 ^{10*} <i>Environmental Science Lecture</i> (3) BIOL 1104 <i>The Human Body - Structure and Function</i> (4) BIOL 1106* <i>Principles of Biology I</i> (4) BIOL 1107* <i>Principles of Biology II</i> (4) BIOL 1108 ⁷ <i>Biology of Women</i> (3) BIOL 1110 ^{9*} <i>Field Biology</i> (3) BIOL 1133* <i>Environment Science lab</i> (1) [*Formerly BIOL 1103L] BIOL 1171 ² <i>Seminar in the Biological Sciences</i> (3) BIOL 2113* <i>Human Anatomy and Physiology I</i> (4) BIOL 2114* <i>Human Anatomy and Physiology II</i> (4) BIOL 2201* <i>Microbiology</i> (4) BIOL 2202* <i>Genetics</i> (4) BIOL 2206* <i>Animal Biology</i> (4) BIOL 2207* <i>Plant Biology</i> (4) BIOL 2208* <i>Cell Biology</i> (4) BIOL 2209* <i>General Ecology</i> (4) NATS 1171 ² <i>Seminar in the Biological Sciences</i> (3) WOST 1108 ⁷ <i>Biology of Women</i> (3)	

Minnesota Transfer Curriculum (MnTC)

Goal 4: Mathematical / Logical Reasoning. One course required.		
MATH 1100 <i>Mathematics for Liberal Arts</i> (3)	MATH 1210 <i>Pre-Calculus</i> (5)	
MATH 1114 <i>Introduction to Statistics</i> (4)	MATH 1310 <i>Survey of Calculus</i> (3)	
MATH 1120 <i>Mathematics for Educational Arts</i> (3)	MATH 1400 <i>Calculus I</i> (5)	
MATH 1200 <i>College Algebra I</i> (3)	MATH 1401 <i>Calculus II</i> (5)	
MATH 1201 <i>College Algebra II and Trigonometry</i> (4)	PHIL 1105 ² <i>Introduction to Logic and Critical Reasoning</i> (3)	
Goal 5: History and the Social and Behavioral Sciences. Two courses required; one from each of two categories.		
A. Economics / Geography:	B. Anthropology / Psychology / Sociology:	C. History / Political Science:
ECON 1100 ² <i>Introduction to the American Economy</i> (3)	ANTH 2201 ⁸ <i>Introduction to Cultural Anthropology</i> (3)	HIST 1101 <i>Minnesota History</i> (3)
ECON 2205 ² <i>Principles of Macroeconomics</i> (3)	ANTH 2202 ¹⁰ <i>Introduction to Physical Anthropology</i> (3)	HIST 1103 ⁸ <i>Contemporary World History</i> (3)
ECON 2206 ² <i>Principles of Microeconomics</i> (3)	ANTH 2251 ¹⁰ <i>Environmental Anthropology</i> (3)	HIST 1110 ⁸ <i>World War II</i> (3)
GEOG 1101 ¹⁰ <i>Geography of the U.S.</i> (3)	ANTH 2261 ⁸ <i>Principles of Archaeology</i> (3)	HIST 1111 ⁸ <i>Modern World Civilizations I</i> (4)
GEOG 1102 ⁸ <i>Introduction to Human Geography</i> (3)	INTS 1200 ⁷ <i>Introduction to Diversity Studies</i> (3)	HIST 1121 ⁸ <i>Modern World Civilizations II</i> (4)
GEOG 1103 ¹⁰ <i>Physical Geography</i> (3)	PSYC 1108 <i>Death and Dying</i> (3)	HIST 1141 ² <i>Ancient and Medieval World History</i> (4)
GEOG 1106 ⁸ <i>World Regional Geography</i> (3)	PSYC 1110 ⁷ <i>General Psychology</i> (4)	HIST 1160 ⁸ <i>History of Africa</i> (4)
GEOG 1108 ¹⁰ <i>Minnesota Geography</i> (3)	PSYC 1145 <i>Positive Psychology: The Study of Happiness and Well-Being</i> (3)	HIST 2211 ⁹ <i>U.S. History I</i> (4)
	PSYC 2110 ² <i>Introduction to Research Methods</i> (3)	HIST 2221 ⁹ <i>U.S. History II</i> (4)
	PSYC 2120 ⁷ <i>Psychology of Women</i> (3)	HIST 2242 ⁷ <i>History of Women in Modern America</i> (3)
	PSYC 2215 ⁸ <i>Child and Adolescent Development</i> (3)	HIST 2262 ² <i>History of Britain in the Middle Ages</i> (3)
	PSYC 2225 ⁸ <i>Adult Development</i> (3)	HIST 2280 ⁷ <i>History of Immigration and Ethnicity in the U.S.</i> (4)
	PSYC 2235 ⁸ <i>Lifespan Development</i> (4)	HIST 2282 ² <i>Warfare in the Ancient and Medieval World</i> (3)
	PSYC 2250 ⁹ <i>Abnormal Psychology</i> (3)	POLS 1111 ⁹ <i>American Politics and Government</i> (3)
	PSYC 2260 ² <i>Social Psychology</i> (3)	POLS 1121 ⁹ <i>State and Local Politics and Government</i> (3)
	PSYC 2270 ² <i>Theories of Personality</i> (3)	POLS 1131 ⁸ <i>World Politics</i> (3)
	PSYC 2280 ² <i>Statistics for the Behavioral Sciences</i> (4)	POLS 1141 ¹⁰ <i>Environmental Politics</i> (3)
	SOC 1102 ⁷ <i>Relationships, Marriage and Family</i> (3)	POLS 2202 ⁷ <i>Public Issues</i> (3)
	SOC 1104 ⁷ <i>Human Sexuality in Society</i> (3)	POLS 2220 ⁸ <i>International Law and Human Rights</i> (3)
	SOC 1108 <i>Death and Dying</i> (3)	POLS 2225 ⁹ <i>Constitutional Law</i> (3)
	SOC 1111 ² <i>General Sociology</i> (3)	POLS 2245 ⁹ <i>Political Ideas and Ideologies</i> (3)
	SOC 1145 ⁷ <i>Gender in Society</i> (3)	WOST 2242 ⁷ <i>History of Women in Modern America</i> (3)
	SOC 2207 ⁷ <i>Sociology of Power</i> (3)	
	SOC 2260 ² <i>Social Psychology</i> (3)	
	SOC 2261 ⁹ <i>Introduction to Crime and Criminology</i> (3)	
	SOC 2262 ⁹ <i>Juvenile Delinquency and Justice</i> (3)	
	WOST 1145 ⁷ <i>Gender in Society</i> (3)	
	WOST 2120 ⁷ <i>Psychology of Women</i> (3)	

Goal 6: The Humanities and Fine Arts. Two courses required; one from each of two categories.		
A. Literature: ENGL 2202 ⁷ <i>Introduction to the Study of Literature</i> (3) ENGL 2203 ⁷ <i>The Novel</i> (3) ENGL 2204 ⁷ <i>Short Stories</i> (3) ENGL 2207 ⁷ <i>Drama</i> (3) ENGL 2208 ⁷ <i>Poetry</i> (3) ENGL 2209 ⁷ <i>Children's Literature</i> (3) ENGL 2210 ⁸ <i>Global Literature</i> (3) ENGL 2215 <i>Special Topics in Literature</i> (3) ENGL 2220 <i>British Literature to 1800</i> (3) ENGL 2225 <i>British Literature since 1800</i> (3) ENGL 2230 ⁷ <i>American Literature to 1865</i> (3) ENGL 2235 ⁷ <i>American Literature since 1865</i> (3) ENGL 2241 ¹ <i>Introduction to Creative Writing</i> (3) ENGL 2251 ¹ <i>Creative Writing for Stage and Screen</i> (3) ENGL 2261 ¹ <i>Creative Nonfiction Writing</i> (3) ENGL 2262 ¹ <i>Poetry Writing</i> (3) ENGL 2263 ¹ <i>Fiction Writing</i> (3) ENGL 2271 ¹ <i>Creative Writing for Children and Young Adults</i> (3)	B. Humanities / Philosophy: CHIN 1111 ⁸ <i>Introduction to Chinese Culture</i> (3) FREN 1111 ⁸ <i>Introduction to French Culture</i> (3) GERM 1111 ⁸ <i>Introduction to German Culture</i> (3) HUM 1111 ⁸ <i>Spanish and Latin American Culture: Pre-Columbia Civilizations</i> (3) HUM 1112 ⁸ <i>Spanish and Latin American Culture: Conquest to Present</i> (3) HUM 1130 ⁸ <i>Humanities Symposia</i> (1-2) HUM 1141 ⁸ <i>Humanities in the Age of Enlightenment</i> (3) HUM 1151 ⁸ <i>Humanities in the Era of Romanticism and Realism</i> (3) HUM 1161 ⁸ <i>Humanities in the Modern to Postmodern World</i> (3) HUM 1171 ⁸ <i>Honors Seminar</i> (3) HUM 1172 <i>Honors Experience</i> (3) HUM 1211 ⁸ <i>Introduction to German Culture</i> (3) HUM 1311 ⁸ <i>Introduction to French Culture</i> (3) HUM 1411 ⁸ <i>Introduction to Chinese Culture</i> (3) HUM 2231 ⁸ <i>Introduction to Africa</i> (3) HUM 2232 ⁷ <i>Women in Western Civilization</i> (3) HUM 2233 ⁷ <i>Women in American Culture</i> (3) HUM 2234 ⁸ <i>Women in a Global Perspective</i> (3) HUM 2241 ⁸ <i>Heritage of the Western World I: Greek World</i> (3) HUM 2251 ⁸ <i>Heritage of the Western World II: Rome and Christianity</i> (3) HUM 2261 ⁸ <i>Heritage of the Western World III: Medieval World</i> (3) HUM 2271 ⁸ <i>Heritage of the Western World IV: Renaissance and Reformation</i> (3) PHIL 1101 ² <i>Introduction to Philosophy</i> (3) PHIL 1110 ⁹ <i>Introduction to Ethics</i> (3) PHIL 1115 ⁸ <i>Comparative World Religions</i> (3) PHIL 1200 ⁹ <i>Medical Ethics</i> (3) SPAN 1111 ⁸ <i>Spanish and Latin American Culture: Pre-Columbian Civilizations</i> (3) SPAN 1112 ⁸ <i>Spanish and Latin American Culture: Conquest to Present</i> (3) WOST 2233 ⁷ <i>Women in American Culture</i> (3) WOST 2234 ⁸ <i>Women in a Global Perspective</i> (3)	C. Art / Music / Theatre: ART 1100 ⁸ <i>Introduction to Art</i> (3) ART 1107 ⁸ <i>Art History I</i> (3) ART 1108 ⁸ <i>Art History II</i> (3) ART 1115 <i>Design I: Basic Visual Theory</i> (3) ART 1116 <i>Design II: Color Theory</i> (3) ART 1117 <i>3D-Design</i> (3) ART 1121 <i>Stained Glass I</i> (3) ART 1122 <i>Stained Glass II</i> (3) ART 1131 <i>Glass Blowing I</i> (3) ART 1132 <i>Glass Blowing II</i> (3) ART 1141 <i>Drawing I</i> (3) ART 1142 <i>Drawing II</i> (3) ART 1143 <i>Introduction to Figure Drawing</i> (1) ART 1144 <i>Watercolor I</i> (3) ART 1145 <i>Watercolor II</i> (3) ART 1150 <i>Graphic Design I</i> (3) ART 1155 <i>Digital Photography I</i> (3) ART 1161 <i>Sculpture I</i> (3) ART 1162 <i>Sculpture II</i> (3) ART 1165 <i>Photography I</i> (3) ART 1166 <i>Photography II</i> (3) ART 1170 <i>Digital Imaging I: Photoshop</i> (3) ART 1172 <i>New Media Design I</i> (3) ART 1241 <i>Painting I</i> (3) ART 1242 <i>Painting II</i> (3) ART 1251 <i>Ceramics: Beginning Wheel-Throwing</i> (3) ART 1252 <i>Ceramics: Intermediate Wheel-Throwing</i> (3) ART 1281 <i>Ceramics: Beginning Hand-building</i> (3) ART 1290 <i>Introduction to Printmaking</i> (3) ART 2165 <i>Digital Photography II</i> (3) MUSC 1100 <i>Music Appreciation</i> (3) MUSC 1102 <i>Class Guitar</i> (3) MUSC 1103 <i>Class Piano</i> (3) MUSC 1104 <i>Fundamentals of Music</i> (3) MUSC 1106 <i>Concert Band</i> (1) MUSC 1107 <i>String Orchestra</i> (1) MUSC 1108 <i>Concert Choir</i> (1) MUSC 1109 <i>Singing 101</i> (3) MUSC 1110 ⁷ <i>Rock and Roll History</i> (3) MUSC 1111 ⁷ <i>Jazz History</i> (3) MUSC 1112 <i>Introduction to Songwriting</i> (3) MUSC 1116 <i>Music Theory I</i> (3) MUSC 1132 <i>Music in Film, Television and Gaming</i> (3) MUSC 1145 ⁸ <i>World Drumming Ensemble</i> (1) MUSC 1146 <i>Jazz Ensemble</i> (1) MUSC 1148 <i>Chamber Singers</i> (1) MUSC 1149 <i>Guitar Ensemble</i> (1) MUSC 1188 <i>Chorale</i> (1) MUSC 2135 <i>Music Therapy, Techniques and Materials</i> (2-3) MUSC 2201 ⁸ <i>Music History and Literature I</i> (3) MUSC 2202 ⁸ <i>Music History and Literature II</i> (3) THTR 1101 ² <i>Introduction to the Theatre</i> (3) THTR 1109 <i>Practical Experience in Theatre</i> (1-2) THTR 1111 <i>Acting for All</i> (3) THTR 1120 <i>History of Comedy</i> (3) THTR 2165 <i>Stage Management</i> (3) THTR 2205 <i>Acting Movement</i> (3) THTR 2206 <i>Acting Vocal</i> (3) THTR 2211 <i>Stagecraft</i> (3) THTR 2220 <i>Play Directing</i> (3) THTR 2230 <i>Survey of Drama</i> (3) THTR 2270 <i>Auditioning</i> (3)

Minnesota Transfer Curriculum (MnTC)

Goal 7: Human Diversity. One course required.			
BIOL 1108 ³ <i>Biology of Women</i> (3)	FREN 1102 ⁸ <i>Beginning French Language and Culture II</i> (5)	PSYC 1135 ² <i>Understanding Autism Spectrum Disorders</i> (2)	
CHIN 1101 ⁸ <i>Beginning Chinese Language and Culture I</i> (5)	FREN 2201 ⁸ <i>Intermediate French Language and Culture I</i> (4)	PSYC 2120 ⁵ <i>Psychology of Women</i> (3)	
CHIN 1102 ⁸ <i>Beginning Chinese Language and Culture II</i> (5)	FREN 2202 ⁸ <i>Intermediate French Language and Culture II</i> (4)	SOC 1102 ⁵ <i>Relationships, Marriage and Family</i> (3)	
CHIN 2201 ⁸ <i>Intermediate Chinese Language and Culture I</i> (4)	GERM 1101 ⁸ <i>Beginning German Language and Culture I</i> (5)	SOC 1104 ⁵ <i>Human Sexuality in Society</i> (3)	
CHIN 2202 ⁸ <i>Intermediate Chinese Language and Culture II</i> (4)	GERM 1102 ⁸ <i>Beginning German Language and Culture II</i> (5)	SOC 1145 ⁵ <i>Gender in Society</i> (3)	
CMST 2210 ⁸ <i>Intercultural Communication</i> (3)	GERM 2201 ⁸ <i>Intermediate German Language and Culture I</i> (4)	SOC 2207 ⁵ <i>Sociology of Power</i> (3)	
CMST 2220 ¹ <i>Interpersonal Communication</i> (3)	GERM 2202 ⁸ <i>Intermediate German Language and Culture II</i> (4)	SPAN 1101 ⁸ <i>Beginning Spanish Language and Culture I</i> (5)	
ENGL 2202 ⁶ <i>Introduction to the Study of Literature</i> (3)	HIST 2240 ⁹ <i>America in the Vietnam Era</i> (3)	SPAN 1102 ⁸ <i>Beginning Spanish Language and Culture II</i> (5)	
ENGL 2203 ⁶ <i>The Novel</i> (3)	HIST 2242 ⁵ <i>History of Women in Modern America</i> (3)	SPAN 2201 ⁸ <i>Intermediate Spanish Language and Culture I</i> (4)	
ENGL 2204 ⁶ <i>Short Stories</i> (3)	HIST 2280 ⁵ <i>History of Immigration and Ethnicity in the U.S.</i> (4)	SPAN 2202 ⁸ <i>Intermediate Spanish Language and Culture II</i> (4)	
ENGL 2207 ⁶ <i>Drama</i> (3)	HUM 2232 ⁶ <i>Women in Western Civilization</i> (3)	WOST 1100 ⁹ <i>Introduction to Women's and Gender Studies</i> (3)	
ENGL 2208 ⁶ <i>Poetry</i> (3)	HUM 2233 ⁶ <i>Women in American Culture</i> (3)	WOST 1108 ³ <i>Biology of Women</i> (3)	
ENGL 2209 ⁶ <i>Children's Literature</i> (3)	INTS 1200 ⁵ <i>Introduction to Diversity Studies</i> (3)	WOST 1145 ⁵ <i>Gender in Society</i> (3)	
ENGL 2230 ⁶ <i>American Literature to 1865</i> (3)	MUSC 1101 ⁸ <i>Introduction to World Music</i> (3)	WOST 2120 ⁵ <i>Psychology of Women</i> (3)	
ENGL 2235 ⁶ <i>American Literature since 1865</i> (3)	MUSC 1110 ⁶ <i>Rock and Roll History</i> (3)	WOST 2233 ⁶ <i>Women in American Culture</i> (3)	
FREN 1101 ⁸ <i>Beginning French Language and Culture I</i> (5)	MUSC 1111 ⁶ <i>Jazz History</i> (3)	WOST 2242 ⁵ <i>History of Women in Modern America</i> (3)	
	POLS 2202 ⁵ <i>Public Issues</i> (3)		
	PSYC 1110 ⁵ <i>General Psychology</i> (4)		
Goal 8: Global Perspective. One course required.			
ANTH 2201 ⁵ <i>Introduction to Cultural Anthropology</i> (3)	GERM 1101 ⁷ <i>Beginning German Language and Culture I</i> (5)	HUM 2251 ⁶ <i>Heritage of the Western World II: Rome and Christianity</i> (3)	
ANTH 2261 ⁵ <i>Principles of Archaeology</i> (3)	GERM 1102 ⁷ <i>Beginning German Language and Culture II</i> (5)	HUM 2261 ⁶ <i>Heritage of the Western World III: Medieval World</i> (3)	
ART 1100 ⁶ <i>Introduction to Art</i> (3)	GERM 1111 ⁶ <i>Introduction to German Culture</i> (3)	HUM 2271 ⁶ <i>Heritage of the Western World IV: Renaissance and Reformation</i> (3)	
ART 1107 ⁶ <i>Art History I</i> (3)	GERM 2201 ⁷ <i>Intermediate German Language and Culture I</i> (4)	MUSC 1101 ⁷ <i>Introduction to World Music</i> (3)	
ART 1108 ⁶ <i>Art History II</i> (3)	GERM 2202 ⁷ <i>Intermediate German Language and Culture II</i> (4)	MUSC 1145 ⁵ <i>World Drumming Ensemble</i> (1)	
ASL 1101 <i>American Sign Language and Culture I</i> (4)	HIST 1103 ⁵ <i>Contemporary World History</i> (3)	MUSC 2201 ⁶ <i>Music History and Literature I</i> (3)	
ASL 1102 <i>American Sign Language and Culture II</i> (4)	HIST 1110 ⁵ <i>World War II</i> (3)	MUSC 2202 ⁶ <i>Music History and Literature II</i> (3)	
ASL 2201 <i>American Sign Language and Culture III</i> (4)	HIST 1111 ⁵ <i>Modern World Civilizations I</i> (4)	PHIL 1115 ⁶ <i>Comparative World Religions</i> (3)	
ASL 2202 <i>American Sign Language and Culture IV</i> (4)	HIST 1121 ⁵ <i>Modern World Civilizations II</i> (4)	PHIL 1180 ⁹ <i>Introduction to Social and Political Philosophy</i> (3)	
CHIN 1101 ⁷ <i>Beginning Chinese Language and Culture I</i> (5)	HIST 1160 ⁵ <i>History of Africa</i> (4)	POLS 1131 ⁵ <i>World Politics</i> (3)	
CHIN 1102 ⁷ <i>Beginning Chinese Language and Culture II</i> (5)	HUM 1111 ⁶ <i>Spanish and Latin American Culture: Pre-Columbian Civilizations</i> (3)	POLS 2220 ⁵ <i>International Law and Human Rights</i> (3)	
CHIN 1111 ⁶ <i>Introduction to Chinese Culture</i> (3)	HUM 1112 ⁶ <i>Spanish and Latin American Culture: Conquest to Present</i> (3)	PSYC 2215 ⁵ <i>Child and Adolescent Development</i> (3)	
CHIN 2201 ⁷ <i>Intermediate Chinese Language and Culture I</i> (4)	HUM 1130 ⁶ <i>Humanities Symposia</i> (1-2)	PSYC 2225 ⁵ <i>Adult Development</i> (3)	
CHIN 2202 ⁷ <i>Intermediate Chinese Language and Culture II</i> (4)	HUM 1141 ⁶ <i>Humanities in the Age of Enlightenment</i> (3)	PSYC 2235 ⁵ <i>Lifespan Development</i> (4)	
CMST 2210 ⁷ <i>Intercultural Communication</i> (3)	HUM 1151 ⁶ <i>Humanities in the Era of Romanticism and Realism</i> (3)	SPAN 1101 ⁷ <i>Beginning Spanish Language and Culture I</i> (5)	
ENGL 2210 ⁶ <i>Global Literature</i> (3)	HUM 1161 ⁶ <i>Humanities in the Modern to Postmodern World</i> (3)	SPAN 1102 ⁷ <i>Beginning Spanish Language and Culture II</i> (5)	
FREN 1101 ⁷ <i>Beginning French Language and Culture I</i> (5)	HUM 1171 ⁶ <i>Honors Seminar</i> (3)	SPAN 1111 ⁶ <i>Spanish and Latin American Culture: Pre-Columbian Civilizations</i> (3)	
FREN 1102 ⁷ <i>Beginning French Language and Culture II</i> (5)	HUM 1211 ⁶ <i>Introduction to German Culture</i> (3)	SPAN 1112 ⁶ <i>Spanish and Latin American Culture: Conquest to Present</i> (3)	
FREN 1111 ⁶ <i>Introduction to French Culture</i> (3)	HUM 1311 ⁶ <i>Introduction to French Culture</i> (3)	SPAN 2201 ⁷ <i>Intermediate Spanish Language and Culture I</i> (4)	
FREN 2201 ⁷ <i>Intermediate French Language and Culture I</i> (4)	HUM 1411 ⁶ <i>Introduction to Chinese Culture</i> (3)	SPAN 2202 ⁷ <i>Intermediate Spanish Language and Culture II</i> (4)	
FREN 2202 ⁷ <i>Intermediate French Language and Culture II</i> (4)	HUM 1511 ⁹ <i>Introduction to Islam and Culture</i> (3)	WOST 2234 ⁶ <i>Women in a Global Perspective</i> (3)	
GEOG 1102 ⁵ <i>Introduction to Human Geography</i> (3)	HUM 2231 ⁶ <i>Introduction to Africa</i> (3)		
GEOG 1106 ⁵ <i>World Regional Geography</i> (3)	HUM 2234 ⁶ <i>Women in a Global Perspective</i> (3)		
	HUM 2241 ⁶ <i>Heritage of the Western World I: Greek World</i> (3)		

Minnesota Transfer Curriculum (MnTC)

Goal 9: Ethical and Civic Responsibility. One course required.			
BIOL 1110 ³	<i>Field Biology</i> (3)	POLS 1121 ⁵	<i>State and Local Politics and Government</i> (3)
CMST 1100 ²	<i>Introduction to Mass Communication</i> (3)	POLS 2225 ⁵	<i>Constitutional Law</i> (3)
HIST 2211 ⁵	<i>U.S. History I</i> (4)	POLS 2245 ⁵	<i>Political Ideas and Ideologies</i> (3)
HIST 2221 ⁵	<i>U.S. History II</i> (4)	PSYC 2250 ⁵	<i>Abnormal Psychology</i> (3)
HIST 2240 ⁷	<i>America in the Vietnam Era</i> (3)	PSYC 2257 ²	<i>Psychology and the Media</i> (3)
HUM 1511 ⁸	<i>Introduction to Islam and Culture</i> (3)	SOC 2221 ²	<i>Social Problems</i> (3)
MCOM 1100 ²	<i>Introduction to Mass Communication</i> (3)	SOC 2261 ⁵	<i>Introduction to Crime and Criminology</i> (3)
PHIL 1110 ⁶	<i>Introduction to Ethics</i> (3)	SOC 2262 ⁵	<i>Juvenile Delinquency and Justice</i> (3)
PHIL 1120 ¹⁰	<i>Environmental Ethics</i> (3)	SOCS 1172 ²	<i>Honors Seminar on Leadership</i> (3)
PHIL 1180 ⁸	<i>Introduction to Social and Political Philosophy</i> (3)	WOST 1100 ⁷	<i>Introduction to Women's and Gender Studies</i> (3)
PHIL 1200 ⁶	<i>Medical Ethics</i> (3)		
POLS 1111 ⁵	<i>American Politics and Government</i> (3)		
Goal 10: People and the Environment. One course required.			
ANTH 2202 ⁵	<i>Introduction to Physical Anthropology</i> (3)	GEOG 1103 ⁵	<i>Physical Geography</i> (3)
ANTH 2251 ⁵	<i>Environmental Anthropology</i> (3)	GEOG 1108 ⁵	<i>Minnesota Geography</i> (3)
BIOL 1103 ³	<i>Environmental Science Lecture</i> (3)	NATS 1051	<i>Energy Issues and Solutions</i> (2)
GEOG 1101 ⁵	<i>Geography of the United States</i> (3)	PHIL 1120 ⁹	<i>Environmental Ethics</i> (3)
		POLS 1141 ⁵	<i>Environmental Politics</i> (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.

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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

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

▲ *Course requires Instructor permission.*

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.
- 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.

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

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 Requirement: 3 credits

Complete either 1 or 2 below:

- | |
|--|
| <input type="checkbox"/> 1. Three credits from any two Health, Physical Education, or Recreation (HPER) courses. |
| <input type="checkbox"/> 2. HPER 1120 |

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 27.
- 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

- | | | |
|------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> ART 1107 | Art History I..... | 3 |
| <input type="checkbox"/> ART 1115 | Design I: Basic Visual Theory | 3 |
| <input type="checkbox"/> ART 1117 | 3D-Design | 3 |
| <input type="checkbox"/> ART 1141 | Drawing I | 3 |
| <input type="checkbox"/> 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. Students completing the AA with Art Emphasis are required to complete the selected MnTC courses listed below.

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

Wellness Requirement: 3 credits

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

♦ 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

The Associate of 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 27.
- 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

- | | | |
|------------------------------------|-----------------------------------|---|
| <input type="checkbox"/> CMST 2210 | Intercultural Communication | 3 |
| <input type="checkbox"/> CMST 2215 | Public Speaking | 3 |
| <input type="checkbox"/> CMST 2220 | Interpersonal Communication | 3 |
| <input type="checkbox"/> 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 required to complete the selected MnTC courses, listed below.

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

Wellness Requirement: 3 credits

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

♦ *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 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 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 27.
- 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. Students 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 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.

(continued)

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 required3
 - ☐ 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 Requirement: 3 credits

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

◆ 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 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 27.
- 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.

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

^ *Course requires Instructor permission.*

Program Requirements: 17 credits

- | | | |
|-------------------------------------|---|---|
| <input type="checkbox"/> EDUC 2000 | Foundations of Education..... | 3 |
| <input type="checkbox"/> EDUC 2030 | Introduction to Special Education | 3 |
| <input type="checkbox"/> PSYC 1110 | General Psychology..... | 4 |
| <input type="checkbox"/> PSYC 2235♦ | Lifespan Development | 4 |
| <input type="checkbox"/> 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.

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

Wellness Requirement: 3 credits

- | | | |
|------------------------------------|----------------------------------|---|
| <input type="checkbox"/> 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	EDUC 2030.....3
	ENGL 1120/11214	MUSC 1104.....3
	BIOL 1103 & 11334	PSYC 2235.....4
	PSYC 11104	CMST 1110.....3
	TOTAL	MATH 1120.....3
	15	TOTAL
2nd YEAR	Fall Semester	Spring Semester
	ENGL 22093	ART 1100.....3
	HPER 1102.....3	PSYC 2265.....3
	CMST 2215.....3	SOC 2207.....3
	HIST 2211.....4	Phys Science Elective3-4
	SOC 1111.....3	TOTAL
	TOTAL	12-13
	16	

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://www.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 reading. Courses numbered below 1000 will not apply toward this degree.

◆ *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.

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 27.
- 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

- | | | |
|------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> ENGL 2220 | British Literature to 1800 | 3 |
| <input type="checkbox"/> ENGL 2225 | British Literature Since 1800 | 3 |
| <input type="checkbox"/> ENGL 2230 | American Literature to 1865 | 3 |
| <input type="checkbox"/> ENGL 2235 | American Literature Since 1865 | 3 |

Choose one of the following:

- | | | |
|------------------------------------|------------------------------------|---|
| <input type="checkbox"/> ENGL 2203 | The Novel | 3 |
| <input type="checkbox"/> ENGL 2204 | Short Stories | 3 |
| <input type="checkbox"/> ENGL 2207 | Drama | 3 |
| <input type="checkbox"/> ENGL 2208 | Poetry | 3 |
| <input type="checkbox"/> ENGL 2209 | Children's Literature | 3 |
| <input type="checkbox"/> ENGL 2210 | Global Literature | 3 |
| <input type="checkbox"/> 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. Students completing the AA with English Literature Emphasis are required to complete the selected MnTC courses listed below.

- | | |
|-----------------------------|--|
| <input type="checkbox"/> 1. | Communication (<i>two courses required; one from A and one from B</i>) |
| | <input type="checkbox"/> A. ENGL 1120◆ OR 1121◆..... 4 |
| | <input type="checkbox"/> B. CMST 1110 OR CMST 2215 OR CMST 2220..... 3 |
| <input type="checkbox"/> 2. | Critical Thinking (<i>three courses required</i>) |
| <input type="checkbox"/> 3. | Natural Science (<i>one must include a lab</i>) |
| | <input type="checkbox"/> A. One Physical Science course <i>required</i> |
| | <input type="checkbox"/> B. One Biological Science course <i>required</i> |
| <input type="checkbox"/> 4. | Mathematical/Logical Reasoning (<i>one course required</i>) |
| <input type="checkbox"/> 5. | History/Social/Behavioral Sciences |
| | (<i>two courses required; one from each of two categories</i>) |
| | <input type="checkbox"/> A. Economics/Geography |

(continued)

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 22023
 - ☐ 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 Requirement: 3 credits

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

◆ 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 Description

The Psychology Transfer Pathway AA offers students a powerful option: the opportunity to complete an Associate of Arts degree with course credits that directly transfer to designated Psychology bachelor's degree programs at Minnesota State universities. The curriculum has been specifically designed so that students completing this pathway degree and transferring to one of the seven Minnesota State universities enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor's degree programs in a related field.

Minnesota State Universities - Designated Degrees

- Bemidji State University
- Metropolitan State University: Psychology BA
- Minnesota State University, Mankato: Psychology BS
- Minnesota State University, Moorhead
- Southwest Minnesota State University: Psychology BA
- St. Cloud State University: Community Psychology BS, Psychology BA
- Winona State University

Program Goals

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

1. Knowledge Base: Students should demonstrate fundamental knowledge and comprehension of the major concepts, theoretical perspectives, historical trends, and empirical findings in psychology to discuss how psychological principles apply to behavioral problems;
2. Scientific Inquiry and Critical Thinking: Students should demonstrate scientific reasoning and problem solving needed to investigate behavior, understand research, and draw conclusions about psychological phenomena;
3. Ethical and Social Responsibility in a Diverse World: Students should become familiar with the formal regulations that govern professional ethics in psychology and begin to embrace the values that will contribute to positive outcomes in work settings and in building a society responsive to multicultural and global concerns; and
4. Communication: Students should be able to write a cogent scientific argument, present information using a scientific approach, engage in discussion of psychological concepts, explain the ideas of others, and express their own ideas with clarity.

Required Courses: 60 Total Credits

- ☐ PSYC 1110 General Psychology..... 4
- ☐ PSYC 2280 ♦ Statistics for the Behavioral Sciences 4

Choose two of the following:

- ☐ PSYC 2235 ♦ Lifespan Development 4
- ☐ PSYC 2250 ♦ Abnormal Psychology 3
- ☐ PSYC 2260 ♦ Social Psychology 3

Choose the following courses from the Minnesota Transfer Curriculum (MnTC) to complete remaining credits:

- ☐ 1. Communication (*at least two courses required; one from each category*)
 - ☐ A. ENGL 1120 ♦ **OR** ENGL 1121 ♦ 4
(A writing course in APA Style is recommended)
 - ☐ B. CMST 1110 **OR** CMST 2220 3
- ☐ 2. Critical Thinking
- ☐ 3. Natural Science (*one must include a lab*)
 - ☐ A. One Physical Science course *required*
 - ☐ B. One Biological Science course *required (A biology lab course covering human biology is strongly recommended (BIOL 1100))*
- ☐ 4. Mathematical/Logical Reasoning (*one course required*)
 - ☐ MATH 1114 ♦ **OR** MATH 1200 (or higher) ♦ 3-4
- ☐ 5. History/Social/Behavioral Sciences
- ☐ 6. Humanities/Fine Arts (*two courses required; one from each of two categories*)
 - ☐ A. Literature
 - ☐ B. Humanities/Philosophy (*A PHIL course is strongly recommended*)
 - ☐ C. Art/Music/Theatre
- ☐ 7. Human Diversity
- ☐ 8. Global Perspective
- ☐ 9. Ethical/Civic Responsibility
- ☐ 10. People and the Environment
- ☐ Choose any HPER course(s) totaling three credits 3

Pathway Plan

Classes are scheduled for full-time students to complete in two years; part-time students will need more time. For assistance with pathway planning, students should schedule an appointment with an academic advisor. See also the college catalog Appendix for course offering information.

♦ 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.

(continued)

2017-2018

Psychology Transfer Pathway

Associate of Arts (AA) Degree

Degree Specifics

- 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.
- Some students may need preparatory courses in the areas of English, mathematics or reading. Courses numbered below 1000 will not apply toward this degree.
- Satisfy residency requirements. See page 27.
- 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.

◆ *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 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://www.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; and
6. Demonstrate effective business communication skills.

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 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: 45 credits

<input type="checkbox"/> BUS 1104	Written Business Communications.....	3
<input type="checkbox"/> BUS 1105	Individual/Corporate Income Tax.....	3
<input type="checkbox"/> BUS 1112	Computer Concepts and Applications	3
<input type="checkbox"/> BUS 1122	Business Ethics and Social Issues.....	3
<input type="checkbox"/> BUS 1134♦	Computerized Accounting.....	2
<input type="checkbox"/> BUS 1135♦	Payroll Accounting	2
<input type="checkbox"/> BUS 1143	Decision Making Using Excel	3
<input type="checkbox"/> BUS 2125	Financial Accounting.....	4
<input type="checkbox"/> BUS 2126♦	Managerial Accounting.....	4
<input type="checkbox"/> BUS 2215	Legal Environment of Business	3
<input type="checkbox"/> BUS 2233♦	Intermediate Accounting	4

Select one of the following:

<input type="checkbox"/> BUS 1108	Business Math	3
<input type="checkbox"/> MATH 1200♦	College Algebra.....	3
<input type="checkbox"/> Electives:	8

Electives: Select any business course(s) 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 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 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 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: 22 credits

- | | | |
|-----------------------------------|--|---|
| <input type="checkbox"/> BUS 1101 | Introduction to Business | 3 |
| <input type="checkbox"/> BUS 1103 | Human Relations in the Workplace | 3 |
| <input type="checkbox"/> BUS 1104 | Written Business Communications | 3 |
| <input type="checkbox"/> BUS 1108 | Business Math | 3 |
| <input type="checkbox"/> BUS 1112 | Computer Concepts and Applications | 3 |
| <input type="checkbox"/> BUS 2125 | Financial Accounting | 4 |

Select one of the following:

- | | | |
|-----------------------------------|--|---|
| <input type="checkbox"/> BUS 1221 | Supervision | 3 |
| <input type="checkbox"/> BUS 2265 | Administrative Office Management | 3 |

Emphasis Requirements: 23 credits

- | | | |
|-----------------------------------|---|---|
| <input type="checkbox"/> BUS 1122 | Business Ethics and Social Issues | 3 |
| <input type="checkbox"/> BUS 2142 | Principles of Marketing | 4 |
| <input type="checkbox"/> BUS 2215 | Legal Environment of Business | 3 |
| <input type="checkbox"/> BUS 2244 | Principles of Management | 4 |

Select two of the following courses (6 credits):

- | | | |
|---|--|---|
| <input type="checkbox"/> BUS 1149 | Professional Selling | 3 |
| <input type="checkbox"/> BUS 2141 | Personal Finance | 3 |
| <input type="checkbox"/> BUS 2227^ | Management/Marketing Internship and Seminar .. | 3 |
| <input type="checkbox"/> BUS 2240 | Introduction to International Business | 3 |
| <input type="checkbox"/> BUS 2242 | Principles of Retailing | 3 |
| <input type="checkbox"/> 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.

- | | |
|--|---|
| <input type="checkbox"/> 1. Communications | |
| <input type="checkbox"/> ENGL 1120 ♦ OR ENGL 1121 ♦ | 4 |
| <input type="checkbox"/> CMST 1110 OR CMST 2215 OR CMST 2220 | 3 |
| <input type="checkbox"/> 2. History/Social/Behavioral Sciences | 3 |

Select one ECON class from the following three:

- | | |
|--|---|
| <input type="checkbox"/> ECON 1100 | |
| <input type="checkbox"/> ECON 2205 | |
| <input type="checkbox"/> ECON 2206 | |
| <input type="checkbox"/> Select the remaining 5 credits from courses in at least one of the remaining Goal Areas of the MnTC | 5 |

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

^ Course requires Instructor permission.

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 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.

◆ *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: 22 credits

<input type="checkbox"/> BUS 1101	Introduction to Business	3
<input type="checkbox"/> BUS 1103	Human Relations in the Workplace	3
<input type="checkbox"/> BUS 1104	Written Business Communications	3
<input type="checkbox"/> BUS 1108	Business Math	3
<input type="checkbox"/> BUS 1112	Computer Concepts and Applications	3
<input type="checkbox"/> BUS 2125	Financial Accounting	4

Select one of the following:

<input type="checkbox"/> BUS 1221	Supervision	3
<input type="checkbox"/> BUS 2265	Administrative Office Management	3

Emphasis Requirements: 23 credits

<input type="checkbox"/> BUS 1118	Presentations Using Microsoft PowerPoint	2
<input type="checkbox"/> BUS 1119	Database Management Using Microsoft Access	3
<input type="checkbox"/> BUS 1143	Decision Making Using Excel	3
<input type="checkbox"/> BUS 1154	Advanced Keyboarding	3
<input type="checkbox"/> BUS 1155	Word Processing Using Microsoft Word	3
<input type="checkbox"/> BUS 1174	Office Systems	3
<input type="checkbox"/> BUS 1180	Developing Web Pages	3
<input type="checkbox"/> BUS 2228^	Office Technology Internship and Seminar	3

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◆
 - ☐ CMST 1110 **OR** CMST 2215 **OR** CMST 2220
- ☐ 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

Program Information

The Associate of 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 27.
- 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

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

Program Electives: 12 credits

Select 12 credits from the following:

<input type="checkbox"/> CNET 1101	PC Troubleshooting, Maintenance and Repair.....	2
<input type="checkbox"/> CNET 2105	Security Awareness and Policies.....	1
<input type="checkbox"/> CNET 2113♦	Network Operating Systems	3
<input type="checkbox"/> CNET 2114	Fundamentals of Linux/UNIX.....	3
<input type="checkbox"/> CNET 2125♦	System Virtualization.....	3
<input type="checkbox"/> CNET 2297^	Field Experience and Seminar	1-4
<input type="checkbox"/> BUS 1119	Database Management Using Microsoft Access.....	3
<input type="checkbox"/> CSCI 1101♦	Introduction to Computer Science and Problem Solving.....	3

General Education/MnTC Requirements: 15 credits

Complete at least one course in three of the ten goal areas below, including listed courses.

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

♦ 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 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-of-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 & 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 27.
- 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.

<input type="checkbox"/> BIOL 1102	Medical Terminology	2
<input type="checkbox"/> PTAC 1010♦	Clinical Practice I	4
<input type="checkbox"/> PTAC 1020♦	Musculoskeletal Anatomy and Kinesiology for the PTA	4
<input type="checkbox"/> PTAC 1030♦	Introduction to PTA Theory	2
<input type="checkbox"/> PTAC 1040♦	Introduction to PTA Lab	2
<input type="checkbox"/> PTAC 1050♦	Modalities and Massage Theory	3
<input type="checkbox"/> PTAC 1060♦	Modalities and Massage Lab	3
<input type="checkbox"/> PTAC 1070♦	Therapeutic Exercise Theory	2
<input type="checkbox"/> PTAC 1080♦	Therapeutic Exercise Lab	3
<input type="checkbox"/> PTAC 1100♦	Communication and Documentation for the PTA I	1
<input type="checkbox"/> PTAC 1110♦	Communication and Documentation for the PTA Part II	1
<input type="checkbox"/> PTAC 2000♦	Musculoskeletal Disorders	4
<input type="checkbox"/> PTAC 2010♦	Neuroanatomy and Functional Rehabilitation Theory	4
<input type="checkbox"/> PTAC 2015♦	Neuroanatomy and Functional Rehabilitation Lab	2
<input type="checkbox"/> PTAC 2040♦	Special Topics I	2
<input type="checkbox"/> PTAC 2050♦	Special Topics II	3
<input type="checkbox"/> PTAC 2060♦	Clinical Practice II*	5

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

Electives/Optional

<input type="checkbox"/> PTAC 2110♦	Physical Therapy Research I	1
<input type="checkbox"/> PTAC 2120♦	Physical Therapy Research II	1
<input type="checkbox"/> PTAC 2130♦	PTA Clinic	1
<input type="checkbox"/> PTAC 2170♦	Physical Therapy Seminars	1

♦ 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.

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
- ☐ CMST 1110 Introduction to Communication 3
- OR**
- ☐ CMST 2215 Public Speaking 3
- OR**
- ☐ CMST 2220 Interpersonal Communication 3
- ☐ ENGL 1120 ♦ Cross-Current College Writing and Critical Reading
- OR**
- ☐ ENGL 1121 ♦ College Writing and Critical Reading 4
- ☐ PSYC 1110 General Psychology..... 4
- ☐ Humanities/Fine Arts Elective (Goal Area 6)..... 3

**BIOL 2113 & 2114 must be completed no more than seven 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 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

The Associate of 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 27.
- 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

- | | | |
|-------------------------------------|---|---|
| <input type="checkbox"/> CNET 1115 | IT and Data Assurance | 3 |
| <input type="checkbox"/> CNET 1201 | A+ Core Hardware and OS Technologies..... | 3 |
| <input type="checkbox"/> CNET 2112 | Desktop Operating Systems..... | 3 |
| <input type="checkbox"/> CNET 2113♦ | Network Operating Systems | 3 |
| <input type="checkbox"/> CNET 2114 | Fundamentals of Linux/UNIX..... | 3 |
| <input type="checkbox"/> CNET 2125♦ | System Virtualization..... | 3 |
| <input type="checkbox"/> BUS 1103 | Human Relations in the Workplace | 3 |
| <input type="checkbox"/> BUS 1119 | Database Management Using Microsoft Access..... | 3 |

Program Electives: 21 credits

Select 22 credits from the following:

- | | | |
|-------------------------------------|---|-----|
| <input type="checkbox"/> CNET 1101 | PC Troubleshooting, Maintenance and Repair..... | 2 |
| <input type="checkbox"/> CNET 2101 | Introduction to Networks (CCNA 1) | 3 |
| <input type="checkbox"/> CNET 2105 | Security Awareness and Policies..... | 1 |
| <input type="checkbox"/> CNET 2205 | Fundamentals of Wireless LANs..... | 3 |
| <input type="checkbox"/> CNET 2215♦ | Managing Network Security | 3 |
| <input type="checkbox"/> CNET 2297^ | Field Experience and Seminar | 1-4 |
| <input type="checkbox"/> CNET 2301♦ | Routing and Switching Essentials (CCNA 2)..... | 3 |
| <input type="checkbox"/> CNET 2303♦ | Scaling Networks (CCNA 3) | 3 |
| <input type="checkbox"/> CNET 2304♦ | Connecting Networks (CCNA 4) | 3 |
| <input type="checkbox"/> CNET 2320♦ | Unified Communications/VoIP | 3 |
| <input type="checkbox"/> CSCI 1101♦ | Introduction to Computer Science and Problem Solving..... | 3 |

General Education/MnTC Requirements: 15 credits

Complete at least one course in three of the ten goal areas below, including listed courses.

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

♦ *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 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: <http://www.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 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 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
1 st YEAR	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
2 nd 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

♦ 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: 34

- ☐ 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 Hand-building 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 OR CMST 2215 OR CMST 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 Requirement: 2 credits

- ☐ Any 2 Wellness /HPER credits required.
(HPER 1102 recommended if transferring to teaching program)

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 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: 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 ♦ Creative Writing for Stage and Screen.....3
- OR**
- ☐ ENGL 2271 ♦ Creative Writing for Children and Young Adults3

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 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. The additional 8 credits to meet the required 40 MnTC credits are embedded in the Program Requirements, as well as satisfying six of the ten goal areas of the MnTC. 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 **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 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.

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 Requirement: 1 credit

- ☐ Any HPER course 1

◆ 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 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 27.
- 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

<input type="checkbox"/> MUSC 1101	Introduction to World Music (included in the MnTC)	
<input type="checkbox"/> MUSC 1113	Introduction to Music Technology.....	1
<input type="checkbox"/> MUSC 1116	Music Theory I (included in the MnTC)	
<input type="checkbox"/> MUSC 1117	Aural Comprehension I	2
<input type="checkbox"/> MUSC 1121	Keyboard Skills for Majors I	2
<input type="checkbox"/> MUSC 1122	Keyboard Skills for Majors II.....	1
<input type="checkbox"/> MUSC 1126♦	Music Theory II.....	3
<input type="checkbox"/> MUSC 1127♦	Aural Comprehension II.....	2
<input type="checkbox"/> MUSC 2201	Music History and Literature I (included in the MnTC)	
<input type="checkbox"/> MUSC 2202	Music History and Literature II (included in the MnTC)	
<input type="checkbox"/> MUSC 2216♦	Advanced Music Theory I	3
<input type="checkbox"/> MUSC 2217♦	Advanced Aural Comprehension I	2
<input type="checkbox"/> MUSC 2226♦	Advanced Music Theory II.....	3
<input type="checkbox"/> MUSC 2227♦	Advanced Aural Comprehension II.....	2
Music Large Ensemble Credits*:		4
<input type="checkbox"/> MUSC 1106	Concert Band	0-1
<input type="checkbox"/> MUSC 1107	String Orchestra	0-1
<input type="checkbox"/> MUSC 1108	Concert Choir	0-1
Music Small Ensemble Credits*:		2
<input type="checkbox"/> MUSC 1145	World Drumming Ensemble	0-1
<input type="checkbox"/> MUSC 1146	Jazz Ensemble	0-1
<input type="checkbox"/> MUSC 1147^	Musical Theatre Ensemble	0-1
<input type="checkbox"/> MUSC 1148^	Chamber Singers	0-1
<input type="checkbox"/> MUSC 1149	Guitar Ensemble.....	0-1
<input type="checkbox"/> 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
<input type="checkbox"/> MUSC 2150	AFA Applied Lesson (3 semesters at 2 credits each)**	6
<input type="checkbox"/> MUSC 2175^	AFA Recital Applied Lesson**	2
<input type="checkbox"/> 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 Electives:..... 3

Select one of the following:

MUSC 1120 Intro to Music Business, or MUSC 2115 Intro to Music Education, or MUSC 2135 Music Therapy, Techniques and Materials

♦ 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.

Music

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
- ☐ 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.

	Fall Semester	Spring Semester
1 st YEAR	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 1120/1121 4	MUSC 1101 3
	Gen Ed 4	Gen Ed 4
	TOTAL 18	TOTAL 16
2 nd 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
	TOTAL 18	MUSC Elective Course 3
		TOTAL 16

♦ 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 Description

The Theatre Transfer Pathway AFA offers students a powerful option: the opportunity to complete an Associate of Fine Arts degree with course credits that directly transfer to designated Theatre bachelor's degree programs at Minnesota State universities. The curriculum has been specifically designed so that students completing this pathway degree and transferring to one of the seven Minnesota State universities enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor's degree programs in a related field.

Minnesota State Universities - Designated Degrees

- Bemidji State University
- Metropolitan State University
- Minnesota State University, Mankato: Theatre BA, Theatre BS
- Minnesota State University, Moorhead
- Southwest Minnesota State University: Theatre Arts BA
- St. Cloud State University: Theatre BA
- Winona State University

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.

Required Courses: 60 Total Credits

Major Specific Content:

- | | | |
|------------------------------------|---------------------------------------|---|
| <input type="checkbox"/> THTR 1101 | Introduction to the Theatre..... | 3 |
| <input type="checkbox"/> THTR 1109 | Practical Experience in Theatre | 2 |
| <input type="checkbox"/> THTR 2230 | Survey of Drama..... | 3 |

Program Specific Content (choose one of the following):

- | | | |
|-------------------------------------|----------------------|---|
| <input type="checkbox"/> THTR 2205 | Acting Movement..... | 3 |
| <input type="checkbox"/> THTR 2211* | Stagecraft..... | 3 |

*Credits counted in the MnTC Requirements below in 6C.

Program Electives (choose 9 credits from the following):

- | | | |
|-------------------------------------|---|---|
| <input type="checkbox"/> THTR 2165 | Stage Management (<i>required</i>)..... | 3 |
| <input type="checkbox"/> THTR 2220♦ | Play Directing (<i>required</i>) | 3 |

Choose one of two courses:

- | | | |
|------------------------------------|--------------------|---|
| <input type="checkbox"/> THTR 2206 | Acting Vocal | 3 |
| <input type="checkbox"/> THTR 2270 | Auditioning | 3 |

Choose the following courses from the Minnesota Transfer Curriculum (MnTC) to complete remaining credits:

- | | | |
|------------------------------|--|---|
| <input type="checkbox"/> 1. | Communications (<i>two courses required; one from A and one from B</i>) | |
| | <input type="checkbox"/> A. ENGL 1120♦ OR ENGL 1121♦ | 4 |
| | <input type="checkbox"/> B. CMST 1110 OR CMST 2215 OR CMST 2220..... | 3 |
| <input type="checkbox"/> 2. | Critical Thinking (<i>satisfied with required THTR 1101</i>) | |
| <input type="checkbox"/> 3. | Natural Science (<i>one must include a lab</i>) | |
| | <input type="checkbox"/> A. One Physical Science course <i>required</i> | |
| | <input type="checkbox"/> B. One Biological Science course <i>required</i> (BIOL 1103 is recommended) | |
| <input type="checkbox"/> 4. | Mathematical/Logical Reasoning (<i>one course required</i>) | |
| <input type="checkbox"/> 5. | History/Social/Behavioral Sciences (<i>two courses required; one from A or C and one from B</i>) | |
| | <input type="checkbox"/> A. Economics/Geography OR | |
| | <input type="checkbox"/> C. History/Political Science | |
| | <input type="checkbox"/> B. Anthropology/Psychology/Sociology (PSYC 1110 is recommended) | |
| <input type="checkbox"/> 6. | Humanities/Fine Arts (<i>two courses required; one from A or B and one from C</i>) | |
| | <input type="checkbox"/> A. Literature OR | |
| | <input type="checkbox"/> B. Humanities/Philosophy (PHIL 1115 is recommended) | |
| | <input type="checkbox"/> C. Art/Music/Theatre (<i>satisfied with required THTR 2211</i>) | |
| <input type="checkbox"/> 7. | Human Diversity (<i>one course required</i>) | |
| | PSYC 1110 is recommended | |
| <input type="checkbox"/> 8. | Global Perspective (<i>one course required</i>) | |
| <input type="checkbox"/> 9. | Ethical/Civic Responsibility (<i>one course required</i>) | |
| <input type="checkbox"/> 10. | People and the Environment (<i>one course required</i>) | |
| | BIOL 1103 is recommended | |
| <input type="checkbox"/> | Choose 7 additional credits from the MnTC | 7 |

THTR 2210 is recommended as a general elective.

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

♦ 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.

(continued)

2017-2018

Theatre Transfer Pathway

Associate of Fine Arts (AFA) Degree

Pathway Plan

Classes are scheduled for full-time students to complete in two years; part-time students will need more time. For assistance with pathway planning, students should schedule an appointment with an academic advisor. See also the college catalog Appendix for course offering information.

Degree Specifics

- 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.
- Some students may need preparatory courses in the areas of English, mathematics or reading. Courses numbered below 1000 will not apply toward this degree.
- Satisfy residency requirements. See page 27.
- 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.

◆ *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 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; and
4. Demonstrate effective business communication skills.

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 27.
- 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: 29 credits

<input type="checkbox"/> BUS 1104	Written Business Communications.....	3
<input type="checkbox"/> BUS 1112	Computer Concepts and Applications	3
<input type="checkbox"/> BUS 2125	Financial Accounting	4
<input type="checkbox"/> BUS 2126♦	Managerial Accounting.....	4
<input type="checkbox"/> BUS 2142	Principles of Marketing.....	4
<input type="checkbox"/> BUS 2244	Principles of Management	4
<input type="checkbox"/> ECON 2206	Principles of Microeconomics	3
<input type="checkbox"/> MATH 1114♦	Introduction to Statistics.....	4

General Education/MnTC Requirements: 31 credits

Complete at least 31 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.

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

♦ *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.

Applied Engineering Technology-Biomedical Design & Manufacturing

Associate of Science (AS) Degree

Program Requirements.....	28
General Education/MnTC.....	32
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 27.
- 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: 28 credits

<input type="checkbox"/> AENG 2225	Digital Electronics	3
<input type="checkbox"/> AENG 2230	Electromechanical Devices.....	3
<input type="checkbox"/> AENG 2235	Instrumentation and Control.....	3
<input type="checkbox"/> BMED 1100	Introduction to Biomedical Devices and Industry..	2
<input type="checkbox"/> BMED 2100	Design and Manufacturing in the Medical Device Industry.....	3
<input type="checkbox"/> BMED 2200	Introduction to Medical Device Regulations and Ethics	3
<input type="checkbox"/> BMED 2300	Introduction to Quality Assurance.....	3
<input type="checkbox"/> BMED 2520♦	Technical Writing for Regulated Industries	3
<input type="checkbox"/> BMED 2600	Fundamentals of Dimensional Metrology	2
<input type="checkbox"/> ENGR 1111♦	Engineering Graphics	3

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.

<input type="checkbox"/> 1. Communication	
<input type="checkbox"/> ENGL 1120♦ OR ENGL 1121♦	4
<input type="checkbox"/> CMST 2251	3
<input type="checkbox"/> 2. Critical Thinking (<i>met by ENGL 1120/1121</i>)	
<input type="checkbox"/> 3. Natural Science	
<input type="checkbox"/> BIOL 1104	4
<input type="checkbox"/> PHYS 1317♦.....	5
<input type="checkbox"/> 4. Mathematical/Logical Reasoning	
<input type="checkbox"/> MATH 1114♦.....	4
<input type="checkbox"/> MATH 1200♦.....	3
<input type="checkbox"/> MATH 1201♦.....	4
<input type="checkbox"/> 5. History/Social/Behavioral Sciences	
<input type="checkbox"/> 6. Humanities/Fine Arts	
<input type="checkbox"/> 7. Human Diversity	
<input type="checkbox"/> 8. Global Perspective	
<input type="checkbox"/> 9. Ethical/Civic Responsibility	
<input type="checkbox"/> 10. People and the Environment	

♦ 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 Description

The Biology Transfer Pathway AS offers students a powerful option: the opportunity to complete an Associate of Science degree with course credits that directly transfer to designated Biology bachelor's degree programs at Minnesota State universities. The curriculum has been specifically designed so that students completing this pathway degree and transferring to one of the seven Minnesota State universities enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor's degree programs in a related field.

Minnesota State Universities - Designated Degrees

- Bemidji State University
- Metropolitan State University: Biology BA
- Minnesota State University, Mankato: Biology BS
- Minnesota State University, Moorhead
- Southwest Minnesota State University: Biology BA
- St. Cloud State University: Biomedical Science BS
- Winona State University: Biology - Allied Health BS, Biology - Cell & Molecular BS, Biology - Ecology BS, Biology - Environmental Science BS

Program Goals

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

1. Demonstrate comprehension of biological systems at all levels of biological 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.

Required Courses: 60 Total Credits

- | | | |
|-------------------------------------|--------------------------------|---|
| <input type="checkbox"/> BIOL 1106 | Principles of Biology I..... | 4 |
| <input type="checkbox"/> BIOL 1107♦ | Principles of Biology II | 4 |
| <input type="checkbox"/> BIOL 2202♦ | Genetics..... | 4 |

Choose one of the Restricted Biology Electives:

- | | | |
|-------------------------------------|----------------------|---|
| <input type="checkbox"/> BIOL 2201♦ | Microbiology | 4 |
| <input type="checkbox"/> BIOL 2208♦ | Cell Biology..... | 4 |
| <input type="checkbox"/> BIOL 2209♦ | General Ecology..... | 4 |

Choose at least 14 credits from Additional Math and Science Electives (check with receiving institution to determine best elective choices for desired program):

- | | | |
|-------------------------------------|------------------------------------|---|
| <input type="checkbox"/> BIOL 1103 | Environmental Science Lecture..... | 3 |
| <input type="checkbox"/> BIOL 1133 | Environmental Science Lab..... | 1 |
| <input type="checkbox"/> BIOL 2201♦ | Microbiology | 4 |
| <input type="checkbox"/> BIOL 2206♦ | Animal Biology..... | 4 |
| <input type="checkbox"/> BIOL 2207♦ | Plant Biology | 4 |
| <input type="checkbox"/> BIOL 2208♦ | Cell Biology..... | 4 |
| <input type="checkbox"/> BIOL 2209♦ | General Ecology..... | 4 |
| <input type="checkbox"/> BIOL 2230^ | Directed Research in Biology | 2 |
| <input type="checkbox"/> CHEM 2061♦ | Organic Chemistry I..... | 5 |
| <input type="checkbox"/> CHEM 2062♦ | Organic Chemistry II | 5 |
| <input type="checkbox"/> MATH 1114♦ | Introduction to Statistics..... | 4 |
| <input type="checkbox"/> MATH 1400♦ | Calculus I | 5 |
| <input type="checkbox"/> MATH 1401♦ | Calculus II | 5 |
| <input type="checkbox"/> PHYS 1317♦ | General Physics I | 5 |
| <input type="checkbox"/> PHYS 1318♦ | General Physics II..... | 5 |
| <input type="checkbox"/> PHYS 1327♦ | College Physics I..... | 6 |
| <input type="checkbox"/> PHYS 1328♦ | College Physics II | 6 |

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.

- | | |
|---|-----|
| <input type="checkbox"/> 1. Communication | |
| <input type="checkbox"/> ENGL 1120♦ OR ENGL 1121♦ | 4 |
| <input type="checkbox"/> CMST 1110 OR 2215 OR 2220 | 3 |
| <input type="checkbox"/> 2. Critical Thinking (<i>met by ENGL 1120 or 1121</i>) | |
| <input type="checkbox"/> 3. Natural Science | |
| <input type="checkbox"/> CHEM 1061♦ | 4 |
| <input type="checkbox"/> CHEM 1062♦ | 4 |
| <input type="checkbox"/> 4. Mathematical/Logical Reasoning | |
| <input type="checkbox"/> MATH 1200 (or higher)♦ | 3-5 |
| <input type="checkbox"/> Choose Math elective (higher than MATH 1200)♦ | 4-5 |
| <input type="checkbox"/> 5. History/Social/Behavioral Sciences | |
| <input type="checkbox"/> Choose course(s) totaling 3 credits..... | 3 |
| <input type="checkbox"/> 6. Humanities/Fine Arts | |
| <input type="checkbox"/> Choose course(s) totaling 3 credits..... | 3 |
| <input type="checkbox"/> 7. Human Diversity | |
| <input type="checkbox"/> 8. Global Perspective | |
| <input type="checkbox"/> 9. Ethical/Civic Responsibility | |
| <input type="checkbox"/> 10. People and the Environment | |

♦ 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.

Biology Transfer Pathway

Associate of Science (AS) Degree

Pathway Plan

The following two-year Pathway Plan is suggested for full-time students. Part-time students will need more time to complete this pathway. For assistance with pathway planning, students should schedule an appointment with an academic advisor. See also the college catalog Appendix for course offering information.

Semester One (14-15 Credits)

- ☐ BIOL 1106 Principles of Biology I..... 4
- ☐ CHEM 1061♦ Principles of Chemistry I..... 4
- ☐ MATH 1200♦ College Algebra (or higher)..... 3-5
- ☐ General Ed/MnTC 3-4

Semester Two (14-15 Credits)

- ☐ BIOL 1107♦ Principles of Biology II 4
- ☐ CHEM 1062♦ Principles of Chemistry II..... 4
- ☐ MATH Elective 3-5
- ☐ General Ed/MnTC 3-4

Semester Three (15-16 Credits)

- ☐ BIOL 2202♦ Genetics..... 4
- ☐ Restricted Biology Elective **OR** Additional Math/Science Elective..4-6
- ☐ General Ed/MnTC 7-8

Semester Four (15-16 Credits)

- ☐ Restricted Biology Elective **OR** Additional Math/Science Elective..4-6
- ☐ Additional Math/Science Elective 4-6
- ☐ General Ed/MnTC 7-8

Degree Specifics

- 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.
- Some students may need preparatory courses in the areas of English, mathematics or reading. Courses numbered below 1000 will not apply toward this degree.
- Satisfy residency requirements. See page 27.
- 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.

♦ *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 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
6. Demonstrate application of classroom knowledge to industry field experience.

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 27.
- 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.

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

▲ *Course requires Instructor permission.*

Program Requirements: 13 credits

- | | | |
|------------------------------------|--|---|
| <input type="checkbox"/> BMED 1100 | Introduction to Biomedical Devices and Industry.. | 2 |
| <input type="checkbox"/> BMED 2100 | Design and Manufacturing in the Medical Device Industry..... | 3 |
| <input type="checkbox"/> BMED 2200 | Introduction to Medical Device Regulations/Ethics | 3 |
| <input type="checkbox"/> BMED 2300 | Introduction to Quality Assurance..... | 3 |
| <input type="checkbox"/> BMED 2600 | Fundamentals of Dimensional Metrology | 2 |

Additional Requirements: 17 credits

- | | | |
|-------------------------------------|--|---|
| <input type="checkbox"/> BIOL 1102 | Medical Terminology | 2 |
| <input type="checkbox"/> BIOL 1104 | The Human Body--Structure and Function | 4 |
| <input type="checkbox"/> BMED 2520◆ | Technical Writing for Regulated Industries | 3 |
| OR | | |
| <input type="checkbox"/> ENGL 1104 | Technical Writing | 3 |
| <input type="checkbox"/> CAOR 1102 | Career Development..... | 2 |

Electives

Select a minimum of 6 credits from the following:

- | | | |
|-------------------------------------|--|---|
| <input type="checkbox"/> BIOL 2201◆ | Microbiology | 4 |
| <input type="checkbox"/> BUS 1101 | Introduction to Business | 3 |
| <input type="checkbox"/> 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.

- | | |
|--|-----|
| <input type="checkbox"/> 1. Communication | |
| <input type="checkbox"/> ENGL 1120◆ OR ENGL 1121◆ | 4 |
| <input type="checkbox"/> CMST 1110 OR CMST 2215 OR CMST 2220 | 3 |
| <input type="checkbox"/> 2. Critical Thinking | |
| <input type="checkbox"/> 3. Natural Science | |
| <input type="checkbox"/> BIOL 1106 | 4 |
| <input type="checkbox"/> CHEM 1061◆ | 4 |
| <input type="checkbox"/> 4. Mathematical/Logical Reasoning | |
| <input type="checkbox"/> MATH 1200◆ | 3 |
| <input type="checkbox"/> MATH 1114◆ OR MATH 1201◆ | 4 |
| <input type="checkbox"/> 5. History/Social/Behavioral Sciences | |
| (Select one Psychology or Sociology course) | 3-4 |
| <input type="checkbox"/> 6. Humanities/Fine Arts | |
| <input type="checkbox"/> 7. Human Diversity | |
| <input type="checkbox"/> 8. Global Perspective | |
| <input type="checkbox"/> 9. Ethical/Civic Responsibility | |
| <input type="checkbox"/> 10. People and the Environment | |

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.

	Fall Semester	Spring Semester
1 st YEAR	BMED 11002	BMED 11022
	BMED 21003	BMED 22003
	Gen. Ed. or Electives.... 9-11	Gen. Ed. or Electives.... 9-11
	TOTAL 14-16	TOTAL 14-16
2 nd YEAR	Fall Semester	Spring Semester
	BMED 2520 or ENGL 1104 ..3	BIOL 11044
	BMED 23003	Gen. Ed. or Electives...10-12
	BMED 26002	TOTAL 14-16
	Gen. Ed. or Electives..... 6-8	
	TOTAL 14-16	

◆ *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 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 27.
- 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:

- | | | |
|-----------------------------------|--|---|
| <input type="checkbox"/> BUS 1104 | Written Business Communications..... | 3 |
| <input type="checkbox"/> BUS 1112 | Computer Concepts and Applications | 3 |
| <input type="checkbox"/> BUS 2125 | 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 and Natural Resources
- Architecture and Construction
- Arts, A/V Technology and Communications
- Business, Management and Administration
- Education and Training
- Finance
- Government and Public Administration
- Health Science
- Hospitality and Tourism
- Human Services
- Information Technology
- Law, Public Safety, Corrections and Security
- Manufacturing
- Marketing, Sales and Service
- Science, Technology, Engineering and Mathematics
- Transportation, Distribution and 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 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.

(continued)

Business, Industry & Technology

- ☐ 1. Communications
 - ☐ ENGL 1120♦ **OR** ENGL 1121♦ 4
- ☐ 2. Critical Thinking
- ☐ 3. Natural Sciences
- ☐ 4. Mathematical/Logical Reasoning
 - ☐ MATH 1114♦ 4
 - ☐ 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 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 Description

The Business Transfer Pathway AS offers students a powerful option: the opportunity to complete an Associate of Science degree with course credits that directly transfer to designated Business bachelor's degree programs at Minnesota State universities. The curriculum has been specifically designed so that students completing this pathway degree and transferring to one of the seven Minnesota State universities enter the university with junior-year status. All courses in the Transfer Pathway associate degree will directly transfer and apply to the designated bachelor's degree programs in a related field.

Minnesota State Universities - Designated Degrees

- Bemidji State University
- Metropolitan State University: Business Administration BS, Entrepreneurship and Innovation BS, Finance BS, Human Resource Management BS, International Business BS, Management BS, Marketing BS, Supply Chain and Operations BS
- Minnesota State University, Mankato: Finance BS: Corporate Finance Emphasis, Financial Planning and Insurance Emphasis, General Finance Emphasis, Institutional Finance Emphasis, Investment Analysis Emphasis; International Business BS; Management BS: Business Management Emphasis, Human Resource Management Emphasis; Marketing BS
- Minnesota State University, Moorhead: Business Administration BS
- Southwest Minnesota State University: Management BS: General Management Concentration, Human Resource Management Concentration, Supply Chain Management Concentration
- St. Cloud State University: Business Management BS; Management BS: Human Resources Concentration, Operations Management Concentration
- Winona State University

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 and Written Communication: Exhibit interpersonal skills and professional attitudes while expressing ideas, information, and proposals in writing with stakeholders;
3. 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;
4. Finance: Apply knowledge of financial concepts used in personal and business environments that leads to appropriate financial decisions; and
5. Ethics: Identify and utilize decision making that is ethical and socially responsible in the workplace.

Required Courses: 60 Total Credits

<input type="checkbox"/> BUS 1101	Introduction to Business.....	3
<input type="checkbox"/> BUS 1104	Written Business Communications.....	3
<input type="checkbox"/> BUS 1112	Computer Concepts and Applications	3
<input type="checkbox"/> BUS 2125	Financial Accounting.....	4
<input type="checkbox"/> BUS 2126♦	Managerial Accounting.....	4
<input type="checkbox"/> BUS 2142	Principles of Marketing.....	4
<input type="checkbox"/> BUS 2215	Legal Environment of Business	3
<input type="checkbox"/> BUS 2244	Principles of Management	4
<input type="checkbox"/> Business Elective: Select any BUS course.....		2

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.

- | | | |
|--|---|---|
| <input type="checkbox"/> 1. Communication | <input type="checkbox"/> ENGL 1120♦ OR ENGL 1121♦ | 4 |
| | <input type="checkbox"/> CMST 1110 OR 2215 OR 2220 | 3 |
| <input type="checkbox"/> 2. Critical Thinking | <input type="checkbox"/> ECON 2206..... | 3 |
| <input type="checkbox"/> 3. Natural Science | | |
| <input type="checkbox"/> 4. Mathematical/Logical Reasoning | <input type="checkbox"/> MATH 1114♦..... | 4 |
| | <input type="checkbox"/> MATH 1200♦..... | 3 |
| <input type="checkbox"/> 5. History/Social/Behavioral Sciences | <input type="checkbox"/> A. ECON 2205 | 3 |
| | <input type="checkbox"/> B. Also choose 1 course in ANTH/PSYC/SOC/HIST/POLS
(PSYC 1110 is recommended) | |
| <input type="checkbox"/> 6. Humanities/Fine Arts | | |
| <input type="checkbox"/> 7. Human Diversity | | |
| <input type="checkbox"/> 8. Global Perspective | | |
| <input type="checkbox"/> 9. Ethical/Civic Responsibility | | |
| <input type="checkbox"/> 10. People and the Environment | | |

Pathway Plan

Classes are scheduled for full-time students to complete in two years; part-time students will need more time. For assistance with pathway planning, students should schedule an appointment with an academic advisor. See also the college catalog Appendix for course offering information.

♦ 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.

(continued)

2017-2018

Business Transfer Pathway

Associate of Science (AS) Degree

Degree Specifics

- 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.
- Some students may need preparatory courses in the areas of English, mathematics or reading. Courses numbered below 1000 will not apply toward this degree.
- Satisfy residency requirements. See page 27.
- 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.

◆ *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 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 27.
- 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

- | | | |
|-------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> HPER 1102 | Drugs, Alcohol and Tobacco | 3 |
| <input type="checkbox"/> HPER 1103 | First Aid and CPR | 3 |
| <input type="checkbox"/> HPER 1108 | Consumer Health | 3 |
| <input type="checkbox"/> HPER 1110 | Personal and Community Health..... | 3 |
| <input type="checkbox"/> HPER 1112 | Nutrition | 3 |
| <input type="checkbox"/> HPER 1120 | Wellness for Life | 4 |
| <input type="checkbox"/> BIOL 2113♦ | Human Anatomy and Physiology I..... | 4 |
| <input type="checkbox"/> BIOL 2114♦ | Human Anatomy and Physiology II..... | 4 |

Program Electives: 3 credits

Select a minimum of 3 credits from the following:

- | | | |
|-------------------------------------|-------------------------|---|
| <input type="checkbox"/> HPER 1109* | Public Health | 3 |
| <input type="checkbox"/> 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.

- | | |
|--|----------|
| <input type="checkbox"/> 1. Communication | |
| <input type="checkbox"/> ENGL 1120♦ OR ENGL 1121♦ | 4 |
| <input type="checkbox"/> CMST 1110 OR CMST 2215 OR CMST 2220 | 3 |
| <input type="checkbox"/> 2. Critical Thinking | |
| <input type="checkbox"/> SOC 1111 | 3 |
| <input type="checkbox"/> 3. Natural Science (2 courses required; 1 must be a lab course) | |
| <input type="checkbox"/> BIOL 1106 | 4 |
| <input type="checkbox"/> CHEM 1020♦ | 4 |
| <input type="checkbox"/> 4. Mathematical/Logical Reasoning | |
| <input type="checkbox"/> MATH 1200♦ | 3 |
| <input type="checkbox"/> 5. History/Social/Behavioral Sciences | |
| <input type="checkbox"/> PSYC 1110 | 4 |
| Choose 2 courses from the following goal areas | 5 |
| <input type="checkbox"/> 6. Humanities/Fine Arts | |
| <input type="checkbox"/> 7. Human Diversity | |
| <input type="checkbox"/> 8. Global Perspective | |
| <input type="checkbox"/> 9. Ethical/Civic Responsibility | |
| <input type="checkbox"/> 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.

	Fall Semester	Spring Semester
1st YEAR	CHEM 10204	BIOL 1106.....4
	ENGL 1120/11214	SOC 1111.....3
	PSYC 11104	MATH 12003
	HPER 1120.....4	HPER 1110.....3
	TOTAL 16	HPER 1108.....3
		TOTAL 16
2nd YEAR	Fall Semester	Spring Semester
	BIOL 21134	BIOL 2114.....3
	Gen. Ed.3	CMST 1110, 2215, or 2220 ...3
	Gen. Ed.3	HPER 1109 or 1115.....3
	HPER 11123	HPER 1103.....3
	HPER 1102.....3	TOTAL 12
	TOTAL 16	

♦ 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 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 27.
- 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 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

<input type="checkbox"/> CNET 2101	Introduction to Networks (CCNA 1)	3
<input type="checkbox"/> CNET 2112	Desktop Operating Systems.....	3
<input type="checkbox"/> CNET 2113	Network Operating Systems	3
<input type="checkbox"/> CNET 2301	Routing and Switching Essentials (CCNA 2).....	3
<input type="checkbox"/> CNET 2303	Scaling Networks (CCNA 3)	3
<input type="checkbox"/> CNET 2304	Connecting Networks (CCNA 4)	3

Additional Requirements: 12 credits

<input type="checkbox"/> BUS 1103	Human Relations in the Workplace	3
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Electives - Select a minimum of 9 credits from the following:

<input type="checkbox"/> BUS 1119	Database Management Using Microsoft Access.....	3
<input type="checkbox"/> CNET 1101	PC Troubleshooting, Maintenance and Repair.....	2
<input type="checkbox"/> CNET 1115	IT and Data Assurance	3
<input type="checkbox"/> CNET 1201	A+ Core Hardware and OS Technologies.....	3
<input type="checkbox"/> CNET 2105	Security Awareness and Policies.....	1
<input type="checkbox"/> CNET 2114	Fundamentals of Linux/UNIX.....	3
<input type="checkbox"/> CNET 2125	System Virtualization.....	3
<input type="checkbox"/> CNET 2205	Fundamentals of Wireless LANs.....	3
<input type="checkbox"/> CNET 2215	Managing Network Security	3
<input type="checkbox"/> CNET 2297	Field Experience and Seminar	1-4
<input type="checkbox"/> CNET 2320	Unified Communications/VoIP	3
<input type="checkbox"/> CSCI 1101	Introduction 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.

- | | |
|--|--|
| <input type="checkbox"/> 1. Communication | <input type="checkbox"/> ENGL 1120 OR ENGL 1121 4
<input type="checkbox"/> CMST 1110 OR CMST 2215 OR CMST 2220 3 |
| <input type="checkbox"/> 2. Critical Thinking | |
| <input type="checkbox"/> 3. Natural Science | |
| <input type="checkbox"/> 4. Mathematical/Logical Reasoning | <input type="checkbox"/> MATH 1200 OR PHIL 1105 3 |
| <input type="checkbox"/> 5. History/Social/Behavioral Sciences | <input type="checkbox"/> ECON 2205..... 3 |
| <input type="checkbox"/> 6. Humanities/Fine Arts | |
| <input type="checkbox"/> 7. Human Diversity | |
| <input type="checkbox"/> 8. Global Perspective | |
| <input type="checkbox"/> 9. Ethical/Civic Responsibility | |
| <input type="checkbox"/> 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	CNET 2101 3	CNET 2301 3
	CNET 2112..... 3	CNET 2113..... 3
	Gen. Ed. or Electives.8-10	Gen. Ed. or Electives.8-10
	TOTAL 14-16	TOTAL 14-16
2nd YEAR	Fall Semester	Spring Semester
	CNET 2303..... 3	CNET 2304 (CC) 3
	CNET 2304 (CR) 3	Gen. Ed. or Electives.14-16
	BUS 1103 3	TOTAL 17-19
	Gen. Ed. or Electives.5-7	
	TOTAL 14-16	

◆ *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 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 27.
- 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 2100 ♦ Discrete Mathematics 4
(Cross-listed as MATH 2100)
- ☐ CSCI 2253 ♦ Assembly Language Programming 4

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(all ♦) 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 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.

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.

	Fall Semester	Spring Semester
1 st YEAR	CSCI 1101 4	CSCI 1106 4
	MATH 1200 3	CMST 1110 or 2220 3
	ENGL 1120/1121 4	Gen. Ed. or Electives.9-10
	Gen. Ed. or Electives 4-5	TOTAL 16-17
	TOTAL 15-16	
	Fall Semester	Spring Semester
2 nd YEAR	CSCI 2253 4	CSCI 1107 4
	Elective3-4	MATH 2100 4
	Gen. Ed. or Electives... 8	Gen. Ed. or Electives 3-6
	TOTAL 15-16	TOTAL 11-14

◆ *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

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 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: 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 and 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 minimum 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 Logic..... 4
- OR**
- ☐ ENGR 2221♦ Digital Fundamentals..... 2
 - ☐ 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 six of the ten 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. Humanities and Fine Arts
- ☐ 7. Human Diversity
- ☐ 8. Global Perspective
- ☐ 9. Ethical/Civic Responsibility
- ☐ 10. People and the Environment

♦ 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.

Environmental Science

Associate of 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 27.
- A minimum grade of C must be earned in all program requirements.
- Courses within the 28 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

<input type="checkbox"/> BIOL 1106	Principles of Biology I.....	4
<input type="checkbox"/> BIOL 1107♦	Principles of Biology II	4
<input type="checkbox"/> BIOL 2206♦	Animal Biology.....	4
OR		
<input type="checkbox"/> BIOL 2207♦	Plant Biology	4
<input type="checkbox"/> CHEM 1061♦	Principles of Chemistry I	4
<input type="checkbox"/> CHEM 1062♦	Principles of Chemistry II.....	4

Additional Requirements: 8 credits

Select courses from the following:

<input type="checkbox"/> BIOL 2201♦	Microbiology	4
<input type="checkbox"/> BIOL 2206♦	Animal Biology.....	4
<input type="checkbox"/> BIOL 2207♦	Plant Biology	4
<input type="checkbox"/> BIOL 2209♦	General Ecology.....	4
<input type="checkbox"/> BIOL 2230^	Directed Research in Biology	1-4
<input type="checkbox"/> NATS 1005	Meteorology	4

General Education/MnTC Requirements: 32 credits

Complete at least 32 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.

<input type="checkbox"/> 1. Communication	
<input type="checkbox"/> ENGL 1120♦ OR ENGL 1121♦	4
<input type="checkbox"/> CMST 1110 OR CMST 2220.....	3
<input type="checkbox"/> 2. Critical Thinking	
<input type="checkbox"/> 3. Natural Science	
<input type="checkbox"/> NATS 1003	4
<input type="checkbox"/> 4. Mathematical/Logical Reasoning	
<input type="checkbox"/> MATH 1114♦ OR MATH 1200♦	3-4
<input type="checkbox"/> 5. History/Social/Behavioral Sciences	
<input type="checkbox"/> 6. Humanities/Fine Arts	
<input type="checkbox"/> 7. Human Diversity	
<input type="checkbox"/> 8. Global Perspective	
<input type="checkbox"/> 9. Ethical/Civic Responsibility	
<input type="checkbox"/> PHIL 1120	3
<input type="checkbox"/> 10. People and the Environment	
<input type="checkbox"/> BIOL 1103	3
<input type="checkbox"/> 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
1 st YEAR	BIOL 1103.....3	BIOL 1106.....4
	BIOL 1133.....1	CHEM 1062.....4
	MATH 1114 or 12003-4	Gen. Ed. or Electives.....6-8
	CHEM 1061.....4	TOTAL14-16
	ENGL 1120/11214	
	TOTAL15-16	
2 nd YEAR	Fall Semester	Spring Semester
	BIOL 1107.....4	BIOL 2206 or 22074
	NATS 1003	Gen. Ed. or Electives...10-12
	Gen. Ed. or Electives.....6-8	TOTAL14-16
	TOTAL14-16	

♦ 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

The Associate of 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 27.
- 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: 24 credits

<input type="checkbox"/> HPER 1103	First Aid and CPR	3
<input type="checkbox"/> HPER 1112	Nutrition	3
<input type="checkbox"/> HPER 1120	Wellness for Life.	4
<input type="checkbox"/> HPER 1160*	Weight Training and Conditioning.....	0
<input type="checkbox"/> HPER 1200	Anatomy of Movement.....	2
<input type="checkbox"/> HPER 1205	Introduction to Exercise Science	2
<input type="checkbox"/> HPER 2205	Prevention and Care of Athletic Injuries	2
<input type="checkbox"/> HPER 2206	Exercise Physiology.....	4
<input type="checkbox"/> HPER 2207♦**	Fitness Testing and Exercise Prescription	2
<input type="checkbox"/> HPER 2208^	Concepts in Personal Training.....	2

*HPER 1160 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.

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

^ Course requires Instructor permission.

General Education/MnTC Requirements: 36 credits

Complete at least 36 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 2215 3
- ☐ 2. Critical Thinking
 - ☐ Choose a minimum of one course other than ENGL 1120/1121 and CMST 2215 2
- ☐ 3. Natural Science (2 courses required; 1 must be a lab)
 - ☐ BIOL 1106 4
 - ☐ CHEM 1020♦ or CHEM 1061♦ 4
 - ☐ BIOL 2113♦ 4
 - ☐ BIOL 2114♦ 4
- ☐ 4. Mathematical/Logical Reasoning
 - ☐ MATH 1114♦ 4
- ☐ 5. History/Social/Behavioral Sciences
 - ☐ PSYC 1110 4
 - ☐ Choose one course from A or C 3
- ☐ 6. Humanities/Fine Arts
- ☐ 7. Human Diversity
 - ☐ Addressed with PSYC 1110
- ☐ 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.

	Fall Semester	Spring Semester
1st YEAR	CHEM 1020 or 1061 4	BIOL 1106 4
	ENGL 1120/1121 4	HPER 1103 3
	HPER 1200 2	HPER 1120/1160 4
	HPER 1205 2	PSYC 1110 4
	Goal Area 5 elective .. 3	
	TOTAL 15	TOTAL 15
	Fall Semester	Spring Semester
2nd YEAR	BIOL 2113 4	BIOL 2114 4
	HPER 1112 3	CMST 2215 3
	HPER 2205 2	HPER 2207 2
	HPER 2206 4	HPER 2208 2
	Goal Area 2 elective .. 2	MATH 1114 4
	TOTAL 15	TOTAL 15

Program Information

The Associate of 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, 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 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: 51 credits

<input type="checkbox"/> BIOL 1106	Principles of Biology I.....	4
<input type="checkbox"/> BIOL 2113♦	Human Anatomy and Physiology I.....	4
<input type="checkbox"/> BIOL 2114♦	Human Anatomy and Physiology II.....	4
<input type="checkbox"/> BIOL 2201♦	Microbiology	4
<input type="checkbox"/> CHEM 1020♦	Interpretive Chemistry.....	4
<input type="checkbox"/> CMST 1110	Introduction to Communication	3
	OR	
<input type="checkbox"/> CMST 2215	Public Speaking	3
<input type="checkbox"/> ENGL 1120♦	Cross-Current College Writing and Critical Reading	
	OR	
<input type="checkbox"/> ENGL 1121♦	College Writing and Critical Reading	4
<input type="checkbox"/> HPER 1112	Nutrition	3
<input type="checkbox"/> MATH 1114♦	Introduction to Statistics.....	4
<input type="checkbox"/> MATH 1200♦	College Algebra.....	3
<input type="checkbox"/> PHIL 1110	Introduction to Ethics	
	OR	
<input type="checkbox"/> PHIL 1200	Medical Ethics	3
<input type="checkbox"/> PSYC 1110	General Psychology.....	4
<input type="checkbox"/> PSYC 2235♦	Lifespan Development	4
<input type="checkbox"/> SOC 1111	General Sociology	3

Program Electives: 9 credits

Restricted Electives:

- | | |
|---|---|
| <input type="checkbox"/> Choose one of the following two courses: | |
| <input type="checkbox"/> GEOG 1103 Physical Geography | 3 |
| <input type="checkbox"/> POLS 1141 Environmental Politics | 3 |
| <input type="checkbox"/> Humanities/Fine Arts elective | 3 |
| <input type="checkbox"/> Select any HPER course totaling one credit | 1 |
| <input type="checkbox"/> Elective | 2 |

♦ *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

The Associate of 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 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.
- 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.

◆ *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.

Related Program Information

Many colleges require a 2.5 GPA or higher for admission.

Program Requirements: 30 credits

<input type="checkbox"/> BUS 1112	Computer Concepts and Applications	3
<input type="checkbox"/> BUS 1135◆	Payroll Accounting	2
<input type="checkbox"/> BUS 2010	Introduction to Human Resources.....	3
<input type="checkbox"/> BUS 2015	Benefits and Compensation	3
<input type="checkbox"/> BUS 2020	Employee Training and Development.....	3
<input type="checkbox"/> BUS 2025	Labor Relations.....	3
<input type="checkbox"/> BUS 2030	Human Resources Information Systems.....	2
<input type="checkbox"/> BUS 2125	Financial Accounting.....	4
<input type="checkbox"/> BUS 2217	Employment Law for Business.....	3
<input type="checkbox"/> 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.

- | | |
|---|---|
| <input type="checkbox"/> 1. Communication | |
| <input type="checkbox"/> ENGL 1120◆ OR ENGL 1121◆ | 4 |
| <input type="checkbox"/> 2. Critical Thinking | |
| <input type="checkbox"/> 3. Natural Science (<i>one course with lab required</i>) | |
| <input type="checkbox"/> 4. Mathematical/Logical Reasoning | |
| <input type="checkbox"/> MATH 1114◆..... | 4 |
| <input type="checkbox"/> MATH 1200◆..... | 3 |
| <input type="checkbox"/> 5. History/Social/Behavioral Sciences | |
| <input type="checkbox"/> ECON 2205..... | 3 |
| <input type="checkbox"/> ECON 2206..... | 3 |
| <input type="checkbox"/> 6. Humanities/Fine Arts | |
| <input type="checkbox"/> 7. Human Diversity | |
| <input type="checkbox"/> 8. Global Perspective | |
| <input type="checkbox"/> 9. Ethical/Civic Responsibility | |
| <input type="checkbox"/> 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 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
MGMT 310: Management Principles and Practices	BUS 2244

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, interpersonal skills, critical thinking and problem-solving skills;
2. Evaluate the fundamental principles of integrative health and healing, 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 27.
- 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.

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

^ *Course requires Instructor permission.*

Related Program Information

Many colleges require a 2.5 GPA or higher for admission.

Program Requirements: 30 credits

<input type="checkbox"/> BIOL 1104	The Human Body--Structure and Function	4
<input type="checkbox"/> IHH 1100*	Introduction to Holistic Healing	2
<input type="checkbox"/> IHH 1102	Energy Healing.....	3
<input type="checkbox"/> IHH 1103	Movement and Body Manipulation Therapies	3
<input type="checkbox"/> IHH 2100	Holistic Healing Systems	3
<input type="checkbox"/> IHH 2101◆	Mind/Body Connections	3
<input type="checkbox"/> IHH 2102	Food as Medicine/Biologically Based Therapies.....	3
<input type="checkbox"/> IHH 2103	Spirituality and Healing.....	3
<input type="checkbox"/> IHH 2297◆^	Internship	3

* *Introduction to Holistic Healing is strongly recommended as a first course or concurrently with other courses.*

Electives: Choose from the following for a minimum of 3 credits:

<input type="checkbox"/> HCCC 1000	Introduction to Healthcare Careers.....	3
<input type="checkbox"/> IHH 2104	Health and Wellness Coaching Skills	2
<input type="checkbox"/> IHH 2105**	Basics in Business and Ethics in Holistic Healing...	3
<input type="checkbox"/> IHH 2106**	Introduction to Qigong	3
<input type="checkbox"/> IHH 2107**	Healing Touch	3
<input type="checkbox"/> Select any HPER course.....		1-3

***Please note courses are offered every other year. Please see college catalog appendix for specific semester and year offered.*

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.

- | | |
|--|---|
| <input type="checkbox"/> 1. Communication | |
| <input type="checkbox"/> ENGL 1120◆ OR ENGL 1121◆ | 4 |
| <input type="checkbox"/> CMST 1110 OR CMST 2215 OR CMST 2220 | 3 |
| <input type="checkbox"/> 2. Critical Thinking | |
| <input type="checkbox"/> 3. Natural Science | |
| <input type="checkbox"/> 4. Mathematical/Logical Reasoning | |
| <input type="checkbox"/> 5. History/Social/Behavioral Sciences | |
| <input type="checkbox"/> 6. Humanities/Fine Arts | |
| <input type="checkbox"/> 7. Human Diversity | |
| <input type="checkbox"/> PSYC 1110 | 4 |
| <input type="checkbox"/> 8. Global Perspective | |
| <input type="checkbox"/> 9. Ethical/Civic Responsibility | |
| <input type="checkbox"/> 10. People and the Environment | |

Integrative Health & Healing

Program Sequence:

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

	Fall Semester	Spring Semester
1 st YEAR	BIOL 1104.....4	IHH Elective or GenEd ...3-4
	IHH 1100.....2	IHH 2102.....3
	IHH 1102.....3	ENGL 1120/11214
	IHH 1103.....3	PSYC 11104
	GenEd or IHH Elective ...3-4	TOTAL 14-15
	TOTAL 15-16	
2 nd YEAR	Fall Semester	Spring Semester
	CMST 1110/2215/2220.....3	IHH 2101.....3
	GenEd8	IHH 2103.....3
	IHH 21003	IHH 22973
	TOTAL 14	GenEd7
		TOTAL 16

◆ *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

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/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.

♦ *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.

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.

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 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♦ 4
- ☐ CHEM 1050♦ 3

(continued)

Nursing MANE

<input type="checkbox"/> CMST 1110 OR CMST 2210 OR CMST 2220	3
<input type="checkbox"/> ENGL 1120 ♦ OR ENGL 1121 ♦	4
<input type="checkbox"/> PHIL 1110 OR PHIL 1200	3
<input type="checkbox"/> PSYC 1110	4
<input type="checkbox"/> PSYC 2235 ♦	4
<input type="checkbox"/> 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.

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.

◆ *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: 30 credits

<input type="checkbox"/> BIOL 1106	Principles of Biology I.....	4
<input type="checkbox"/> BIOL 2201◆	Microbiology	4
<input type="checkbox"/> ENGL 1120◆	Cross-Current College Writing and Critical Reading OR	
<input type="checkbox"/> ENGL 1121◆	College Writing and Critical Reading	4
<input type="checkbox"/> PHAR 1100	Introduction to Pharmaceuticals Lec/Lab	2
<input type="checkbox"/> PHAR 2100◆	Pharmacy Communications Lec/Lab	2
<input type="checkbox"/> PHAR 2110◆	Pharmacy Medications Lab.....	2
<input type="checkbox"/> PHAR 2120◆	Drug Use and Reactions Lec/Lab.....	2
<input type="checkbox"/> PHAR 2130◆	Pharmacy Administration and Medical Billing Lab	2
<input type="checkbox"/> PHAR 2297^	Pharmacy Technician Internship	5
<input type="checkbox"/> PHIL 1200	Medical Ethics	3

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.

<input type="checkbox"/> 1. Communication	
<input type="checkbox"/> ENGL 2241◆ OR ENGL 2261◆	3
<input type="checkbox"/> 2. Critical Thinking	
<input type="checkbox"/> CHEM 1061◆	4
<input type="checkbox"/> 3. Natural Science	
<input type="checkbox"/> BIOL 2113◆	4
<input type="checkbox"/> BIOL 2114◆	4
<input type="checkbox"/> BIOL 2202◆ OR 2208◆	4
<input type="checkbox"/> 4. Mathematical/Logical Reasoning	
<input type="checkbox"/> MATH 1114◆	4
<input type="checkbox"/> 5. History/Social/Behavioral Sciences	
<input type="checkbox"/> PSYC 1110	4
<input type="checkbox"/> 6. Humanities/Fine Arts	
<input type="checkbox"/> 7. Human Diversity	
<input type="checkbox"/> CMST 2220	3
<input type="checkbox"/> 8. Global Perspective	
<input type="checkbox"/> 9. Ethical/Civic Responsibility	
<input type="checkbox"/> 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	Spring	Summer
1st YEAR	BIOL 1106..... 4 ENGL 1120/1121... 4 PHAR 1100..... 2 MATH 1114..... 4 TOTAL 14	PHAR 2100..... 2 PHAR 2110..... 2 CMST 2220..... 3 BIOL 2201..... 4 PSYC 1110..... 4 TOTAL 15	
2nd YEAR	PHIL 1200..... 3 BIOL 2113..... 4 CHEM 1061..... 4 ENGL 2241 or 2261... 3 TOTAL 14	PHAR 2120..... 2 PHAR 2130..... 2 BIOL 2114..... 4 BIOL 2202 or 2208... 4 TOTAL 12	PHAR 2297..... 5 TOTAL 5

Program Information

The Associate of 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. 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

- | | | |
|-----------------------------------|--|---|
| <input type="checkbox"/> BUS 1103 | Human Relations in the Workplace | 3 |
| <input type="checkbox"/> BUS 1112 | Computer Concepts and Applications | 3 |
| <input type="checkbox"/> BUS 1120 | Speaking Confidently at Work..... | 3 |
| <input type="checkbox"/> BUS 1122 | Business Ethics and Social Issues..... | 3 |
| <input type="checkbox"/> BUS 1145 | Customer Service | 3 |
| <input type="checkbox"/> BUS 1149 | Professional Selling | 3 |
| <input type="checkbox"/> BUS 2125 | Financial Accounting | 4 |
| <input type="checkbox"/> BUS 2142 | Principles of Marketing | 4 |

Metropolitan State University course taught online:

- | | | |
|-------------------------------------|---------------------------------|---|
| <input type="checkbox"/> 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.

- | | |
|---|--------------------|
| <input type="checkbox"/> 1. Communication | |
| <input type="checkbox"/> ENGL 1120♦ | ORENGL 1121♦ |
| | 4 |
| <input type="checkbox"/> 2. Critical Thinking | |
| <input type="checkbox"/> 3. Natural Science (one course must include a lab) | |
| <input type="checkbox"/> 4. Mathematical/Logical Reasoning | |
| <input type="checkbox"/> MATH 1114♦..... | 4 |
| <input type="checkbox"/> MATH 1200♦..... | 3 |
| <input type="checkbox"/> 5. History/Social/Behavioral Sciences | |
| <input type="checkbox"/> ECON 2205..... | 3 |
| <input type="checkbox"/> ECON 2206..... | 3 |
| <input type="checkbox"/> 6. Humanities/Fine Arts | |
| <input type="checkbox"/> 7. Human Diversity | |
| <input type="checkbox"/> 8. Global Perspective | |
| <input type="checkbox"/> 9. Ethical/Civic Responsibility | |
| <input type="checkbox"/> 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 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.

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 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 at ARCC.
- 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

<input type="checkbox"/> BUS 1103	Human Relations in the Workplace	3
<input type="checkbox"/> BUS 1104	Written Business Communications	3
<input type="checkbox"/> BUS 1112	Computer Concepts and Applications	3
<input type="checkbox"/> BUS 1154*	Advanced Keyboarding	3
<input type="checkbox"/> BUS 1155**	Word Processing Using Microsoft Word	3
<input type="checkbox"/> 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
1 st YEAR	BUS 1103 or 1174* 3	BUS 1154** 3
	BUS 1104 3	BUS 1155 3
	BUS 1112 3	TOTAL 6
	TOTAL 9	
2 nd YEAR	Fall Semester	
	BUS 1103 or 1174* 3	* offered odd years fall only ** offered every year spring only
	TOTAL 3	

◆ *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

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

- | | | |
|--------------------------------------|--|---|
| <input type="checkbox"/> HPER 1103 | First Aid and CPR | 3 |
| <input type="checkbox"/> HPER 2205 | Prevention and Care of Athletic Injuries | 2 |
| <input type="checkbox"/> HPER 2240 | Coaching and Officiating Theory..... | 3 |
| <input type="checkbox"/> 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.

	Fall Semester	Spring Semester
1st YEAR	HPER 1103..... 3	HPER 2297 2
	HPER 2205 2	TOTAL 2
	HPER 2240 3	
	TOTAL 8	

◆ *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/>.

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.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
1 st YEAR	BMED 1100 2	BIOL 1102..... 2
	BMED 2100 3	BMED 2200..... 3
	BMED 2300..... 3	BMED 2500 or 2520 3
	BMED 2500 or 2520 3	TOTAL 5-8
	TOTAL8-11	

♦ 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.

	Fall Semester	Spring Semester
1 st YEAR	BMED 11002	BIOL 1102.....2
	BMED 2300.....3	BMED 2200.....3
	BIOL 1104.....4	BMED 2600.....2
	BMED 21003	MATH 11144
	ENGL 1104 or 1120/1121...3-4	CMST 1110, 2215, or 2220 ...3
	TOTAL15-16	TOTAL 14

♦ *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 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

- | | | |
|-----------------------------------|--|---|
| <input type="checkbox"/> BUS 1102 | Business Writing Essentials | 1 |
| <input type="checkbox"/> BUS 1103 | Human Relations in the Workplace | 3 |
| <input type="checkbox"/> BUS 1104 | Written Business Communications | 3 |
| <input type="checkbox"/> 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
1 st YEAR	BUS 1102	BUS 1104
	BUS 1103	BUS 1120
	TOTAL	TOTAL
	4	6

◆ *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 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:

- | | | |
|-------------------------------------|---|---|
| <input type="checkbox"/> BUS 1112* | Computer Concepts and Applications | 3 |
| <input type="checkbox"/> BUS 1118** | Presentations Using Microsoft PowerPoint | 2 |
| <input type="checkbox"/> BUS 1119** | Database Management Using Microsoft Access..... | 3 |
| <input type="checkbox"/> BUS 1143** | Decision Making Using Excel | 3 |
| <input type="checkbox"/> BUS 1155** | Word Processing Using Microsoft Word | 3 |
| <input type="checkbox"/> 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.

	Fall Semester	Spring Semester
1 st YEAR	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 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 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

<input type="checkbox"/> BUS 1101	Introduction to Business	3
<input type="checkbox"/> BUS 1103	Human Relations in the Workplace	3
<input type="checkbox"/> BUS 1104	Written Business Communications	3
<input type="checkbox"/> BUS 1112	Computer Concepts and Applications	3
<input type="checkbox"/> 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_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.

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 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.

	Fall Semester	Spring Semester
1 st YEAR	BMED 1100 2	BIOL 1102..... 2
	BMED 2100 3	BMED 2400..... 3
	BMED 2200..... 3	BMED 2520* OR
	MATH 1114 4	CAOR 2297 3
	TOTAL 12	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 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 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 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

<input type="checkbox"/> BUS 1112	Computer Concepts and Applications	3
<input type="checkbox"/> CNET 1101	PC Troubleshooting, Maintenance and Repair.....	2
<input type="checkbox"/> CNET 1115	IT and Data Assurance	3
<input type="checkbox"/> CNET 2101	Introduction to Networks (CCNA 1)	3
<input type="checkbox"/> CNET 2105	Security Awareness and Policies	1
<input type="checkbox"/> CNET 2112	Desktop Operating Systems.....	3
<input type="checkbox"/> CNET 2113♦	Network Operating Systems	3

Additional Requirements: 12 credits

<input type="checkbox"/> BUS 1103	Human Relations in the Workplace	3
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Electives: Select a minimum of 9 credits from the following:

<input type="checkbox"/> BUS 1108	Business Math	3
<input type="checkbox"/> BUS 1113	Computer Applications II: Integrated Projects	3
<input type="checkbox"/> BUS 1122	Business Ethics and Social Issues	3
<input type="checkbox"/> BUS 1180	Developing Web Pages	3
<input type="checkbox"/> BUS 2215	Legal Environment of Business	3
<input type="checkbox"/> BUS 2244	Principles of Management	4
<input type="checkbox"/> CNET 1201	A+ Core Hardware and OS Technologies.....	3
<input type="checkbox"/> CNET 2114	Fundamentals of Linux/UNIX.....	3
<input type="checkbox"/> CNET 2125♦	System Virtualization.....	3
<input type="checkbox"/> CNET 2205	Fundamentals of Wireless LANs	3
<input type="checkbox"/> CNET 2215♦	Managing Network Security	3
<input type="checkbox"/> CNET 2297^	Field Experience and Seminar	1-4
<input type="checkbox"/> CNET 2320♦	Unified Communications/VoIP	3
<input type="checkbox"/> CSCI 1101♦	Introduction to Computer Science and Problem Solving.....	3
<input type="checkbox"/> CSCI 1106♦	Fundamentals of Computer Science I.....	4
<input type="checkbox"/> 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.

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

Program Requirements: 16 credits

<input type="checkbox"/> CNET 1115	IT and Data Assurance	3
<input type="checkbox"/> CNET 2105	Security Awareness and Policies	1
<input type="checkbox"/> CNET 2114	Fundamentals of Linux/UNIX.....	3
<input type="checkbox"/> CNET 2125♦	System Virtualization.....	3
<input type="checkbox"/> CNET 2205	Fundamentals of Wireless LANs	3
<input type="checkbox"/> 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: www.mnscu.edu/admissions/ge/anokaramsey/GEDT_0152_6190_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.

Computer Programming

Certificate

Program Requirements..... 25

Additional Requirements..... 5

Total Credits 30

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.

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: 29 credits

<input type="checkbox"/>	HPER 1103	First Aid and CPR	3
<input type="checkbox"/>	HPER 1112	Nutrition	3
<input type="checkbox"/>	HPER 1120	Wellness for Life	4
<input type="checkbox"/>	HPER 1152*	Aerobic Fitness.....	0
<input type="checkbox"/>	HPER 1160	Weight Training and Conditioning	2
<input type="checkbox"/>	HPER 1200	Anatomy of Movement.....	2
<input type="checkbox"/>	HPER 2205	Prevention and Care of Athletic Injuries	2
<input type="checkbox"/>	HPER 2206	Exercise Physiology.....	4
<input type="checkbox"/>	HPER 2207♦**	Fitness Testing and Exercise Prescription	2
<input type="checkbox"/>	HPER 2208^	Concepts in Personal Training	2
<input type="checkbox"/>	HPER 2230	Introduction to Sport Management	3
<input type="checkbox"/>	HPER 2296^***	Field Experience and Seminar for Fitness Specialist	2

*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.

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.

	Fall Semester	Spring Semester
1 st YEAR	HPER 1103.....3	HPER 1112.....3
	HPER 1120/1152.....4	HPER 2205.....2
	HPER 1160.....2	HPER 2207.....2
	HPER 1200.....2	HPER 2208.....2
	HPER 2206.....4	HPER 2230.....3
		HPER 2296.....2
	TOTAL..... 15	TOTAL..... 14

♦ 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

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--Structure and Function 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: 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 2100..... 3
	IHH 1100..... 2	IHH 2101 3
	IHH 1102..... 3	IHH 2102..... 3
	IHH 1103..... 3	IHH 2103..... 3
	TOTAL 12	TOTAL 12
2nd YEAR	Fall Semester	
	IHH 2104..... 2	
	IHH 2297 (optional)..... 3	
	Elective 3	
	TOTAL 8	

♦ 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

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.

Program Requirements: 18 credits

<input type="checkbox"/> CNET 2101	Introduction to Networks (CCNA 1)	3
<input type="checkbox"/> CNET 2112	Desktop Operating Systems	3
<input type="checkbox"/> CNET 2113♦	Network Operating Systems	3
<input type="checkbox"/> CNET 2301♦	Routing and Switching Essentials (CCNA 2)	3
<input type="checkbox"/> CNET 2303♦	Scaling Networks (CCNA 3)	3
<input type="checkbox"/> CNET 2304♦	Connecting Networks (CCNA 4)	3

Additional Requirements: 12 credits

<input type="checkbox"/> BUS 1103	Human Relations in the Workplace	3
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Electives: Select a minimum of 9 credits from the following:

<input type="checkbox"/> BUS 1108	Business Math	3
<input type="checkbox"/> BUS 1112	Computer Concepts and Applications	3
<input type="checkbox"/> BUS 1113	Computer Applications II: Integrated Projects	3
<input type="checkbox"/> BUS 1122	Business Ethics and Social Issues	3
<input type="checkbox"/> BUS 1180	Developing Web Pages	3
<input type="checkbox"/> BUS 2215	Legal Environment of Business	3
<input type="checkbox"/> BUS 2244	Principles of Management	4
<input type="checkbox"/> CNET 1101	PC Troubleshooting, Maintenance and Repair	2
<input type="checkbox"/> CNET 1115	IT and Data Assurance	3
<input type="checkbox"/> CNET 1201	A+ Core Hardware and OS Technologies	3
<input type="checkbox"/> CNET 2105	Security Awareness and Policies	1
<input type="checkbox"/> CNET 2114	Fundamentals of Linux/UNIX	3
<input type="checkbox"/> CNET 2125♦	System Virtualization	3
<input type="checkbox"/> CNET 2205	Fundamentals of Wireless LANs	3
<input type="checkbox"/> CNET 2215♦	Managing Network Security	3
<input type="checkbox"/> CNET 2297^	Field Experience and Seminar	1-4
<input type="checkbox"/> CNET 2320♦	Unified Communications/VoIP	3
<input type="checkbox"/> CSCI 1101♦	Introduction to Computer Science and Problem Solving	3
<input type="checkbox"/> CSCI 1106♦	Fundamentals of Computer Science I	4
<input type="checkbox"/> 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.

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

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.

◆ *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.

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 Administration 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--Structure and Function 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: 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
1 st YEAR	BIOL 1102.....2	PHAR 2100.....2
	BIOL 1104.....4	PHAR 2110.....2
	HCCC 1000.....3	PHAR 2120.....2
	PHIL 1200.....3	PHAR 2130.....2
	PHAR 1100.....2	TOTAL 8
	TOTAL 14	
2 nd YEAR	Summer Semester	
	PHAR 2297.....5	1st semester: MATH 0110 or test out..... 1
	TOTAL 5	

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

<input type="checkbox"/> BUS 1101	Introduction to Business	3
<input type="checkbox"/> BUS 1103	Human Relations in the Workplace	3
<input type="checkbox"/> BUS 1108	Business Math	3
OR		
<input type="checkbox"/> BUS 2125	Financial Accounting	4
<input type="checkbox"/> BUS 1112	Computer Concepts and Applications	3
<input type="checkbox"/> BUS 1221	Supervision	3
<input type="checkbox"/> BUS 2142	Principles of Marketing	4
<input type="checkbox"/> 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.mnscu.edu/admissions/ge/anokaramsey/GEDT_0152_5686_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.

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

<input type="checkbox"/> BUS 1103	Human Relations in the Workplace	3
<input type="checkbox"/> BUS 1112	Computer Concepts and Applications	3
<input type="checkbox"/> BUS 1134 ♦	Computerized Accounting	2
<input type="checkbox"/> BUS 1135 ♦	Payroll Accounting	2
<input type="checkbox"/> BUS 1143	Decision Making Using Excel	3
<input type="checkbox"/> 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.

♦ *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.

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 34.

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 115.

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 deaf humor will be presented as well as ad-

ditional 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 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

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.

(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.

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.

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)

Introduction to Art 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. (CR-fall; Online: fall, spr & 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-fall & spr; Online: fall & 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; Online: fall)

ART 1115 Design I: Basic Visual Theory, 3 credits

(Meets MnTC Goal 6C)

This course covers the fundamental design concepts of 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 digital imaging. This course prepares students to succeed in future art studio courses, both 2D and 3D, and provides a solid understanding of basic visual theory in preparation for an art degree and a career in visual art. A course fee is required; additional costs may be incurred based on individual student need. See course notes or contact the instructor for additional information. Students should be prepared to spend between 6 and 8 hours per week outside of class working on assignments. (CR, CC-fall; CR-spr)

ART 1116 Design II: Color Theory, 3 credits

(Meets MnTC Goal 6C)

Recommended Skills, Abilities, or Coursework: ART 1115, ART 1141, or ART 2241.

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 1117 3D-Design, 3 credits

(Meets MnTC Goal 6C)

The course covers concepts concerning the Elements (space, line, mass, value, color, texture) and Principles (unity/variety, balance, rhythm, hierarchy, contrast) of design as they apply to three-dimensional art. Students work in a variety of materials and techniques to build an understanding of the foundation of three-dimensional expression. A course fee is required; additional costs may be incurred based on individual student need. See course notes or contact the instructor for additional information. Students should be prepared to spend between 6-8 hours per week outside of class working on assignments. (CR-spr)

ART 1121 Stained Glass I, 3 credits

(Meets MnTC Goal 6C)

This course introduces the basic techniques used in designing and constructing leaded glass windows. The class also introduces copper foil and glass etching techniques. A course fee is required. Additional costs may be incurred based on individual student need. See course notes or contact the instructor for additional information. Students must be prepared to spend 6-8 hours per week in the studio outside of class. (CR-fall & spr)

ART 1122 Stained Glass II, 3 credits

(Meets MnTC Goal 6C)

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.

Prerequisite: ART 1121

This course expands upon the stained glass techniques covered in Stained Glass I. Students will explore the copper foil process, three-dimensional construction techniques, and sandblast etching. A supply fee is required. Additional costs may be incurred based on individual student need. See course notes or contact the instructor for additional information. Students must be prepared to spend 6-8 hours per week in the studio outside of class. (CR-spr)

ART 1131 Glass Blowing I, 3 credits

(Meets MnTC Goal 6C)

This course introduces the basic techniques involved in forming glass from its molten state. The primary concern is creative expression with a technical understanding. The purpose of this course is to give the student the experience, understanding, and technical knowledge for shaping and forming glass vessels. A supply fee is required. Additional costs may be incurred based on individual student need. See course notes or contact the instructor for additional information. Students must be prepared to spend 6-8 hours per week in the studio outside of class. (CR-fall & spr)

ART 1132 Glass Blowing II, 3 credits

(Meets MnTC Goal 6C)

Prerequisite: ART 1131

This class expands upon the glass blowing techniques covered in Glass Blowing I. Students will approach glass in an experimental and creative way and address more advanced aesthetic ideas. 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. A supply fee is required. Additional costs may be incurred based on individual student need. See course notes or contact the instructor for additional information. Students must be prepared to spend 6-8 hours per week in the studio outside of class. (CR-fall & spr)

ART 1141 Drawing I, 3 credits

(Meets MnTC Goal 6C)

Introduces the fundamental principles of drawing, including an emphasis on basic drawing technique and live observation. The class covers a range of approaches to drawing—from traditional realism to abstraction. The class addresses the creative energy of the student and teaches drawing as a positive and lifelong creative outlet. Drawing is the foundation for working in all art forms, from painting to ceramics to photography. A course fee is required; additional costs may be incurred based on individual student need. See course notes or contact the instructor for additional information. 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 1241.

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. 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 or contact the instructor for additional information. Students must be prepared to spend 6-8 hours per week in the drawing studio outside of class. (CC & CR-fall & spr)

ART 1143 Introduction to Figure Drawing, 1 credit

(Meets MnTC Goal 6C)

Recommended Skills, Abilities, or Coursework: Previous drawing or painting experience.

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.

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, ART 1144, or ART 2241.

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, Abilities, or Coursework: Basic computer skills or Photoshop is helpful.

Introduces students to the basic processes and techniques of traditional hand drawn and computer-aided graphic 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 designs that express a conceptual idea, persuade the viewer, or convey information. A course fee is required. Additional costs may be incurred based on individual student need. See course notes or contact the instructor for additional information. 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

Recommended Skills, Abilities, or Coursework: ART 1150 and advanced computer skills.

Provides 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)

Recommended Skills, Abilities, or Coursework: Basic computer skills.

Introduces students to the basic processes and techniques of digital photography. The course covers camera operation, shooting styles, image adjustments and corrections using image editing software, digital photographic printing, photographic aesthetics, 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

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.

course. A course fee is required. Additional costs may be incurred based on individual student need. See course notes or contact the instructor for additional information. A digital single lens reflex (DSLR) camera is required; the art department has a limited number of cameras available for students to check out. 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- fall)

ART 1161 Sculpture I, 3 credits

(Meets MnTC Goal 6C)

Sculpture I introduces the basic sculpture techniques including modeling, mold-making, casting, and fabrication. Students will explore three-dimensional sculptural forms and structures including an emphasis on how formal elements relate to the world outside of an art context. The course introduces students to a variety of styles from representational to abstract and includes an overview of historic examples. A course fee is required; additional costs may be incurred based on individual student need. See course notes or contact the instructor for additional information. 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 techniques covered in Sculpture I. Students will approach sculpture in an experimental, creative manner and address advanced aesthetic ideas. The concepts first explored in Sculpture I will be addressed and studied in greater depth and understanding and more advanced techniques will be introduced. Students will begin to create their own personal style and pursue ideas and concepts of their own making. A course fee is required; additional costs may be incurred based on individual student need. See course notes or contact the instructor for additional information. Students must be prepared to spend 6-8 hours per week in the sculpture studio outside of class. (CR-spr)

ART 1164 Pinhole Photography, 1 credit

This course introduces 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 black and white photographs using the traditional darkroom. (CR-sum)

ART 1165 Photography I: Beginning Black & White Photography, 3 credits

(Meets MnTC Goal 6C)

Introduces students to black and white silver gelatin FILM photography. This is a darkroom course that covers camera operation, film types, film developing, photo printing, and darkroom experience. Photographic styles and history, aesthetic understanding, and the social impact of the medium will also be covered. Students will learn how to use photography as a creative tool for self-expression and social exploration. A course fee is required; additional costs may be incurred based on individual student need. See course notes or contact the instructor for additional information. A 35mm manual exposure FILM camera is required; the Art department has a limited number of cameras available for students to check out. 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.

This course expands on the photography techniques covered in Photo I and explores a variety of photo-based materials and processes. Topics may include double-exposures, Cyanotype, Van Dyke Brown and Liquid Light printing, Ortho-Kodalith negative developing, panning, and stop-action photography. In addition to these techniques, the class will consider the photograph in an experimental and creative way, while addressing more advanced aesthetic ideas. A course fee is required; additional costs may be

incurred based on individual student need. See course notes or contact the instructor for additional information. A 35mm manual exposure FILM camera is required; the Art department has a limited number of cameras available for students to check out. Students should be prepared to spend 6-8 hours per week working in the darkroom outside of class. (CR-fall & spr)

ART 1170 Digital Imaging I: Photoshop, 3 credits

(Meets MnTC Goal 6C)

Recommended Skills, Abilities, or Coursework: Basic computer skills, Mac experience is helpful.

Introduces students 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. Some topics include digital image manipulation, scanning, image compositing, and inkjet printing. The class will focus on using digital imaging as a creative tool in the visual arts. A course fee is required. Additional costs may be incurred based on individual student need. See course notes or contact the instructor 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 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.

ART 1172 New Media Design I, 3 credits

(Meets MnTC Goal 6C)

Introduces students to interactive and digital/new media design. The course explores a variety of media to introduce the concept of user interactivity and includes an introduction to animation, web coding, and website design and creation. Current industry standard software will be used to combine traditional forms of artistic expression with new media to create conceptual, functional, and engaging interactive projects for participation by a wide audience. A course fee is required. Additional costs may be incurred based on individual student need. See course notes or contact the instructor 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 1173 New Media Design II, 3 credits

Prerequisite: ART 1172

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.

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.

ART 1175 Animation I, 3 credits

Recommended Skills, Abilities, or Coursework: Basic computer skills, Photoshop is helpful.

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 Skills, Abilities, or Coursework: ART 1115, ART 1141, or ART 1144.

Painting I introduces the student to painting techniques and history. The course covers canvas preparation, basic color theory, and visual theory. It also covers a range of painting approaches - from traditional realism to abstraction. Painting I will introduce the style of different artists and art movements and students will begin to develop their own painting style. This course will focus on personal expression in addition to an emphasis on technical skill. Students will work on in-class exercises as well as independently. A course fee is required; additional costs may be incurred based on individual student need. See course notes or contact the instructor for additional information. Students must be prepared to spend 6-8 hours per week in the painting studio outside of class. (CR & CC fall & spr)

ART 1242 Painting II, 3 credits

(Meets MnTC Goal 6C)

Prerequisite: ART 1241

Recommended Skills, Abilities, or Coursework: ART 1115, ART 1141.

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. A course fee is required; additional costs may be incurred based on individual student need. See course notes or contact the instructor for additional information. Students must be prepared to spend 6-8 hours per week in the painting studio outside of class. (CR-fall; 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 including methods of construction, forming on the potter's wheel, glazing, and firing. 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 not covered by the course fee. See course notes or contact the instructor for additional information. Students must be prepared to spend 6-8 hours per week in the 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 an opportunity to broaden knowledge of ceramics and to further 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 and will continue

to investigate historical and contemporary perspectives of ceramic issues. A course fee is required. Students will be required to buy additional supplies not covered by the course fee. See course notes or contact the instructor for additional information. Students must be prepared to spend 6-8 hours per week in the 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)

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 Hand-building, 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. A course fee is required. Students will be required to buy additional supplies not covered by the course fee. See course notes or contact the instructor for additional information. Students must be prepared to spend 6-8 hours per week in the studio outside of class. (CR-fall, spr)

ART 1282 Ceramics: Intermediate Hand-building, 3 credits

Prerequisite: ART 1281

Recommended Skills, Abilities, or Coursework: Previous ceramics experience.

This intermediate ceramics class builds on skills covered in a beginning hand-building course. The class includes an in-depth study of contemporary hand-building methods and surface techniques in clay. The use of molds will be introduced and students will learn to 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 for additional information. Students must be prepared to spend 6-8 hours per week in the studio outside of class. (CR-spr)

ART 1290 Introduction to Printmaking, 3 credits

(Meets MnTC Goal 6C)

Recommended Skills, Abilities, or Coursework: ART 1141

This course introduces the visual language of printmaking. Students will use relief and intaglio methods to create woodcuts and linoleum cuts in black and white ink. Students will be informed about all four major areas of printmaking: relief, intaglio, screen printing, and lithography. The history and development of printmaking will be integrated into projects, and the link between digital image-making software and traditional printmaking will be covered. The interconnections of printmaking to both two- and three-dimensional art will be explored. A course fee is required; additional costs may be incurred based on individual student need. See course notes or contact the instructor for additional information. Students must be prepared to spend 6-8 hours per week in the printmaking studio outside of class.

ART 1291 Introduction to Printmaking II, 3 credits

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.

Prerequisite: ART 1290

This course expands upon the techniques covered in ART 1290 Introduction to Printmaking I. Students may work in one or more of the following print media: Intaglio, Relief, Lithography, or Silkscreen and elements of color will be introduced. The students' sense of personal style, symbolism, and creating a body of work is a focus of the course. A course fee is required. Students will be required to buy additional supplies not covered by the course fee. See course notes or contact the instructor for additional information. Students must be prepared to spend 6-8 hours per week in the studio outside of class. (CR-spr)

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

This course expands upon the glass blowing techniques covered in Glass Blowing II. Students will approach glass blowing in an experimental and creative way and the class will introduce basic cold-working techniques. The purpose of this course is to teach students 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. A supply fee is required. Additional costs may be incurred based on individual student need. See course notes or contact the instructor for additional information. Students must be prepared to spend 6-8 hours per week in the studio outside of class. (CR-fall)

ART 2132 Glass Blowing IV, 3 credits

Prerequisite: ART 1131

This course expands upon the glass blowing techniques covered in Glass Blowing III and includes an in-depth study of both furnace and cold-working concepts. Students 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 students to push the traditional boundaries of glass blowing and to create a series of work that explores glass as an artistic material. A supply fee is required. Additional costs may be incurred based on individual student need. See course notes or contact the instructor for additional information. Students must be prepared to spend 6-8 hours per week in the studio outside of class. (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 individual 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 1155 or ART 1165.

This course expands on the photography techniques covered in Digital Photography I. The course covers camera operation and menu options, image editing software, digital photographic printing, and photographic color theory. Students will learn about early digital photography, photographic history and aesthetics, and digital photography's social impact. The class explores digital photography as a creative tool for self-expression, social exploration, and still documentation. A course fee is required. Additional costs may be incurred based on individual student need. See course notes or contact the instructor for additional information. This is a DIGITAL course and a digital single lens reflex (DSLR) camera is required; the art department has a limited number of cameras available for students to check out. 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 and ART 1166.

Recommended Skills, Abilities, or Coursework: Advanced camera and darkroom skills.

Photography III introduces the student to medium format film photography. Students will learn to shoot, process and print medium format black and white photographs. The course will cover various types of cameras that shoot medium format, including twin lens reflex and rangefinder cameras. The large format 4x5 camera will be introduced. The formal and aesthetic concerns of creating photographs in medium format will be emphasized throughout the class. A course fee is required. Additional costs may be incurred based on individual student need. See course notes or contact the instructor for additional information. A medium format camera is required; the Art department has a limited number of cameras available for students to check out. 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 2168 Photography IV, 3 credits

Prerequisites: ART 1165 and ART 1166, or ART 2167.

Recommended Skills, Abilities, or Coursework: Advanced camera and darkroom skills.

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 may create work using traditional film and/or digital photographic methods. A course fee is required. Additional costs may be incurred based on individual student need. See course notes or contact the instructor 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 2200 Portfolio Seminar, 1 credit

Prerequisites: 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 investigates the contemporary and historical firing methods of ceramics. Students will expand upon the methods of ceramic construction techniques covered in previous ceramics courses and focus on

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.

the expressive qualities of kiln-fired clay. A course fee is required. Students will need to buy additional supplies that are not covered by the course fee. See course notes or contact the instructor for additional information. Students must be prepared to spend 6-8 hours per week in the studio outside of class. (CR-spr)

ART 2254 Ceramics: Glaze Formulation, 3 credits

Prerequisite: ART 1252 or ART 1282.

This course is an exploration of ceramic glazes focusing 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. A course fee is required. Students will need to buy additional supplies that are not covered by the course fee. See course notes or contact the instructor for additional information. Students must be prepared to spend 6-8 hours per week in the studio outside of class.

ART 2255 Wood-Fired Ceramics, 3 credits

Recommended Skills, Abilities, or Coursework: ART 1252 or ART 1282.

This course provides an investigation of the ceramic process of wood-firing. Students will create new wares for wood-firing. A variety of slips and glazes appropriate for the particular firing will be introduced. As a class, students will work together to complete the necessary preparations then load and fire the wood kiln. After cooling and unloading, the results will be evaluated. A brief history of wood-firing will be covered. Students will be required to buy additional supplies that are not covered by the course fee. Students should be prepared to spend 6-9 hours per week working in the studio outside of class. (CR-fall)

ART 2299 Independent Study, 1-3 credits

Prerequisite: Two courses in art successfully completed. Designed to offer students 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)

Co-requisite: CHEM 1020 or CHEM 1050 or CHEM 1061, or high school chemistry within the last three years.

Recommended Skills, Abilities, or Coursework: College-level reading, writing, and math skills. Strongly recommended that CHEM 1020 or CHEM 1050 or CHEM 1061 or equivalent be completed with a grade of "C" or higher PRIOR to BIOL 1106.

This course is intended for students interested in biology-related majors, including environmental science and the health sciences. This course is also the first of a two-semester sequence intended for Biology majors. 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. Corequisite course may be taken at any time prior to, or along with, this course. The course meets for three lecture hours and three laboratory hours per week. This course is not intended for non-majors. (CR & CC-fall & spr; online sum)

BIOL 1107 Principles of Biology II, 4 credits

(Meets MnTC Goal 3)

Prerequisites: BIOL 1106 or equivalent and CHEM 1020 or CHEM 1061.

Recommended Skills, Abilities, or Coursework: college-level mathematics, reading, and writing.

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, animals, and basic concepts in ecology. (CR-fall & spr)

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 3 & 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.

Recommended Skills, Abilities, or Coursework: College level Mathematics, Reading and Writing.

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. (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 fur-

ther 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)

Prerequisites: BIOL 1106 or equivalent, plus CHEM 1020 or CHEM 1050 or CHEM 1061.

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. Three lecture hours and two 90-minute laboratories per week. (CC & CR-fall, spr & sum)

BIOL 2202 Genetics, 4 credits

(Meets MnTC Goal 3)

Prerequisite: BIOL 1106 or equivalent.

Recommended Skills, Abilities, or Coursework: BIOL 1107 strongly recommended.

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 3)

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, plus CHEM 1020 or CHEM 1050 or CHEM 1061.

Introduction to plants including structure, function, growth, development, and reproduction. Laboratory also includes a survey of major plant groups. Three lecture hours and three laboratory hours per week. (CR-spr alternating years)

BIOL 2208 Cell Biology, 4 credits

(Meets MnTC Goal 3)

Prerequisites: This course requires these prerequisites with a minimum grade of C: BIOL 1106 or equivalent, and BIOL 1107 (or consent of instructor).

Recommended Skills, Abilities, or Coursework: BIOL 2202 strongly recommended.

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. This course has three lecture hours and three laboratory hours per week. (CR-spr alternating years)

BIOL 2209 General Ecology, 4 credits

(Meets MnTC Goal 3)

Prerequisites: This course requires these prerequisites with a minimum grade of C: BIOL 1106 or equivalent, and BIOL 1107 (or consent of instructor), and MATH 1114 or MATH 1200.

Recommended Skills, Abilities, or Coursework: College-level mathematics, reading and writing.

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. (CR-fall alternating years)

BIOL 2229 Independent Summer Research, 3 credits

Prerequisites: BIOL 1106 and one other BIOL course, and 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

Prerequisite: Instructor permission.

Recommended Skills, Abilities, or Coursework: College level Mathematics, Reading and Writing, BIOL 1100 or BIOL 1106.

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.

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

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.

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 & 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 versus 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 1114 or equivalent, or concurrent enrollment.

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

Recommended Skills, Abilities, or Coursework: BMED 2200

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. (CR-fall)

BMED 2510 Database Management for the Medical Device Industry, 3 credits

Prerequisite: 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

Prerequisite: 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

Prerequisite: Enrollment in the Clinical Research Professional 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

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.

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, 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 Communications, 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)

BUS 1112 Computer Concepts & Applications, 3 credits

Recommended Skills, Abilities, or Coursework: BUS 1153 or keyboarding experience.

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 1130 Accounting Fundamentals, 1 credit

Recommended Skills, Abilities, or Coursework: It is recommended that BUS 1130, BUS 1140, and BUS 2125 be taken concurrently or that you have accounting experience or knowledge.

This course is designed primarily as a supplement to BUS 2125 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. (Online-fall, spr & sum)

BUS 1134 Computerized Accounting, 2 credits

Prerequisite: BUS 1130 or BUS 2125 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 1130 or BUS 2125 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

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.

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

Recommended Skills, Abilities, or Coursework: It is recommended that BUS 1130, BUS 1140, and BUS 2125 be taken concurrently or that you have accounting experience or knowledge.

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)

BUS 1143 Decision Making Using Excel, 3 credits

Recommended Skills, Abilities, or Coursework: BUS 1112 or equivalent. 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, PivotCharts; conducting what-if analysis; importing data from external sources; 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 course 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

Recommended Skills, Abilities, or Coursework: BUS 1112 or MS Office experience.

Comprehensive instruction for using Microsoft Word software. This course covers basic to advanced features in Microsoft Word including: creating, editing, and formatting documents with varying complexity; adding and modifying graphics; tracking changes; creating fill-in forms; working with styles, themes, tables, columns, merging, and macros; and applying 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)

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.

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 2125 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 (GAAP) to record transactions and prepare financial statements, financial statement analysis, and annual reports. (CR-fall & spr; CC-fall; Online-fall, spr & sum)

BUS 2126 Managerial Accounting, 4 credits

Prerequisite: BUS 2125

This course focuses on how costs are used in planning, control, and decision making. Topics include differences in managerial and financial accounting, elements of cost, cost behavior, cost flow including cost of goods manufactured and cost of goods sold, traditional and contribution margin income statements, cost-volume-profit analysis, costing systems (job-order costing, process costing, and activity-based costing), budgeting, standard costs and variance analysis, relevant costs for special decisions, management performance evaluation tools (balanced scorecard, operational performance measures, and quality measures), pricing, responsibility accounting and decentralization, capital budgeting and capital investment decisions. (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. The U.S. Legal System will also be discussed. (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

Prerequisite: Prior approval by Computer & Office Systems Management Internship Coordinator.

Recommended Skills, Abilities, or Coursework: Currently pursuing Office Technology AAS degree.

The internship is intended for students who are in the AAS Office Technology program. With the assistance of the Internship Coordinator, students will create and use their job-seeking documents and course-related skills to obtain an internship. 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

Prerequisites: BUS 1112 and BUS 2125 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)

BUS 2242 Principles of Retailing, 3 credits

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.

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

Prerequisite: BUS 2125

Recommended Skills, Abilities, or Coursework: Financial Statement Preparation and Analysis experience is recommended.

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.

BUS 2284 RAP Exam Review, 3 credits

Recommended Skills, Abilities, or Coursework: BUS 1105, BUS 2125, BUS 2126, and BUS 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.

BUS 2299 Independent Study, 1-3 credits

Prerequisite: Two courses in business successfully completed. 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 ENGL 1120/1121.

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.

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 Goals 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,

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and molecular geometry. (CR-fall, spr & sum; CC-fall, spr)

CHEM 1062 Principles of Chemistry II, 4 credits

(Meets MnTC Goals 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: Two courses in chemistry successfully completed. 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 127.

CHIN 1101 Beginning Chinese Language & Culture I, 5 credits

(Meets MnTC Goals 7 & 8)

This is the first course of a four-semester (two-year) sequence in Chinese. In CHIN 1101 (a.k.a. Chinese I) students learn to speak and comprehend spoken Mandarin. They also learn to read and write basic sentences using both Chinese characters as well as pinyin (spelling Chinese words with the Western alphabet). Interspersed throughout the course is an introduction to various aspects of Chinese culture and differences between Chinese and Anglo language and culture. (CR-fall)

CHIN 1102 Beginning Chinese Language & Culture, II 5 credits

(Meets MnTC Goals 7 & 8)

The second course in a four-semester (two-year) sequence in Chinese. In CHIN 1102 (a.k.a. Chinese II), students learn to speak and comprehend spoken Mandarin. They also learn to read and write basic sentences using both Chinese characters as well as pinyin (spelling Chinese words with the Western alphabet). Interspersed throughout the course is an introduction to various aspects of Chinese culture and differences between 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.

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 Goals 2 & 9) (Cross-listed with MCOM 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 & spr; On-line: fall & 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

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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 & sum; Online: spr & sum)

*This course is offered through ARCC's Concurrent Enrollment Program

CMST 2210 Intercultural Communication, 3 credits

(Meets MnTC Goals 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. (CR-fall, spr; Online-fall & spr)

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 & CC-fall, spr; CR-sum; 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 cohesiveness, 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: Two courses in communications studies 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 115.

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)

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

Prerequisite: 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

Recommended Skills, Abilities, or Coursework: 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. Students 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

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.

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, run-levels, user administration, and network configuration. (Online-fall)

CNET 2125 System Virtualization, 3 credits

Prerequisite: CNET 2113

Recommended Skills, Abilities, or Coursework: Computer proficiency highly recommended.

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. (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

Prerequisite: CNET 2301

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 co-operating 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)

CNET 2301 Routing and Switching Essentials (CCNA 2), 3 credits

Prerequisite: 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 2301

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 fulfills 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

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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 and 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)

CSCI 1155 Introduction to Functional Language Programming, 1 credit

Prerequisite: 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, or equivalent.

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. (CR-spr)

CSCI 2253 Assembly Language Programming, 4 credits

Prerequisites: CSCI 1106 and 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)

Recommended Skills, Abilities, or Coursework: Algebra

This course covers 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.

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ENGR 2218 Digital Logic, 4 credits

Prerequisites: MATH 1400 and 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)

ENGR 2219 Linear Circuits I, 4 credits

Prerequisites: MATH 1401 and 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 and 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 and 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 9 for details.

ENGL 0890 Preparing for College Writing, 4 credits

Prerequisite: Achievement of recommended score on the current English placement test.

Entry into this course is based on the student's score on the college's placement test. Its purpose is to introduce all of the skills and habits necessary for success in ENGL 0990 and ENGL 1120, which are taken together after the student passes this course. This course provides opportunities to develop confidence, competence, and fluency through practice in writing processes. Students will read college-level texts and write college-level essays while also reviewing sentence and punctuation strategies and paragraph structure for each major assignment. (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.

ENGL 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 student's score on the English placement test. Its purpose is to continue to support all of the skills and habits necessary for success in ENGL 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 Cross-Current Composition, 2 credits

Prerequisites: Completion of ENGL 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 (MnTC goal 1A). (CR & CC-fall, spr; CR-sum)

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)

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 Cross-Current College Writing & Critical Reading, 4 credits

(Meets MnTC Goals 1A & 2)

Prerequisites: Completion of ENGL 0890 with a grade of C or better, or 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). (CR & CC-fall, spr; CR-sum)

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, spr, 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)

Recommended Skills, Abilities, or Coursework: Successful completion of ENGL 1120/1121 is recommended.

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. (CC-fall even years; CR-fall, spr odd years; Online: fall odd years, spr, sum)

*This course is offered through ARCC's Concurrent Enrollment Program

ENGL 2203 The Novel, 3 credits

(Meets MnTC Goals 6A & 7)

Recommended Skills, Abilities, or Coursework: Successful completion of ENGL 1120/1121 is recommended.

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. (CR & CC-fall odd years; Online: fall even years, spr, sum)

ENGL 2204* Short Stories, 3 credits

(Meets MnTC Goals 6A & 7)

Recommended Skills, Abilities, or Coursework: Successful completion of ENGL 1120/1121 is recommended.

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. (CR-fall even years, spr; Online: fall, spr, sum)

*This course is offered through ARCC's Concurrent Enrollment Program

ENGL 2207 Drama, 3 credits

(Meets MnTC Goals 6A & 7)

Recommended Skills, Abilities, or Coursework: Successful completion of ENGL 1120/1121 is recommended.

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. There may be an additional fee for attending off-campus plays (fee varies by theatre and performance). (CC-spr odd years; Online: spr even years)

ENGL 2208* Poetry, 3 credits

(Meets MnTC Goals 6A & 7)

Recommended Skills, Abilities, or Coursework: Successful completion of ENGL 1120/1121 is recommended.

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 will also deal with issues of diversity and may be organized around a particular topic. (CR-fall; Online-fall, spr, sum)

*This course is offered through ARCC's Concurrent Enrollment Program

ENGL 2209 Children's Literature, 3 credits

(Meets MnTC Goals 6A & 7)

Recommended Skills, Abilities, or Coursework: Successful completion of ENGL 1120/1121 is recommended.

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. (CR-spr; Online: fall, spr, sum)

ENGL 2210 Global Literature, 3 credits

(Meets MnTC Goals 6A & 8)

Recommended Skills, Abilities, or Coursework: Successful completion of ENGL 1120/1121 is recommended.

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. (CR & CC-spr even years; Online: fall, spr odd years)

ENGL 2215 Special Topics in Literature, 3 credits

(Meets MnTC Goal 6A)

Recommended Skills, Abilities, or Coursework: Successful completion of ENGL 1120/1121 is recommended.

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 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.

ENGL 2220 British Literature to 1800, 3 credits

(Meets MnTC Goal 6A)

Recommended Skills, Abilities, or Coursework: Successful completion of ENGL 1120/1121 is recommended.

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. (CR-fall odd years; Online: fall even years)

ENGL 2225 British Literature Since 1800, 3 credits

(Meets MnTC Goal 6A)

Recommended Skills, Abilities, or Coursework: Successful completion of ENGL 1120/1121 is recommended.

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

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the literary works. (CR-spr even years; Online: spr odd years)

ENGL 2230 American Literature to 1865, 3 credits

(Meets MnTC Goals 6A & 7)

Recommended Skills, Abilities, or Coursework: Successful completion of ENGL 1120/1121 is recommended.

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. (CR-fall even years; Online: fall odd years)

ENGL 2235 American Literature Since 1865, 3 credits

(Meets MnTC Goals 6A & 7)

Recommended Skills, Abilities, or Coursework: Successful completion of ENGL 1120/1121 is recommended.

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. (CR-spr odd years; Online: spr even years)

ENGL 2241 Introduction to Creative Writing, 3 credits

(Meets MnTC Goals 1C & 6A)

Prerequisite: Grade of C or better ENGL 1120/1121.

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.

This course provides students an opportunity to practice the craft of writing literary fiction, creative nonfiction, and poetry. Guided by instruction in contemporary aesthetics, students will develop a disciplined writing and revising process. 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 & CC fall; CR-spr; Online: fall, spr, sum)

ENGL 2251 Creative Writing for Stage & Screen, 3 credits

(Meets MnTC Goals 1C & 6A)

Prerequisite: Grade of C or better in ENGL 1120/1121.

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.

This course provides students an opportunity to write literary scripts for the stage and screen. Guided by instruction in contemporary aesthetics, students will develop disciplined 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-fall odd years; Online: fall even years)

ENGL 2261 Creative Nonfiction Writing, 3 credits

(Meets MnTC Goals 1C & 6A)

Prerequisite: Grade of C or better in ENGL 1120/1121.

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 the art of creative literary 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 disciplined writing and revising practices. (CR-fall;

Online: spr)

ENGL 2262 Poetry Writing, 3 credits

(Meets MnTC Goals 1C & 6A)

Prerequisite: Grade of C or better in ENGL 1120/1121.

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 literary 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. Guided by instruction in contemporary aesthetics, students will develop disciplined writing and revising practices. (CR-fall; Online: spr)

ENGL 2263 Fiction Writing, 3 credits

(Meets MnTC Goals 1C & 6A)

Prerequisite: Grade of C or better in ENGL 1120/1121.

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 literary 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. Guided by instruction in contemporary aesthetics, students will develop disciplined writing and revising practices. (CR-spr; Online: fall)

ENGL 2271 Creative Writing for Children & Young Adults, 3 credits

(Meets MnTC Goals 1C & 6A)

Prerequisite: Grade of C or better in ENGL 1120/1121.

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 practice the craft of writing in all three of the sub-genres: picture books, middle grade, and young adult. Guided by instruction in contemporary aesthetics, students will develop disciplined writing and revising practices. (CR-spr odd years; Online: spr even years)

ENGL 2281 A Writer's Life: Publishing, Proposals & Grants, 3 credits

Prerequisite: Grade of C or better in ENGL 1120/1121.

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 résumés, book reviews, author interviews, writer profiles, artist statements, websites, book proposals, and grant applications. (CR-spr; Online: fall)

ENGL 2291 Manuscript Development, 3 credits

Prerequisite: Permission of Instructor.

Recommended Skills, Abilities, or Coursework: The ability to work independently and meet deadlines. ENGL 2241, 2251, 2261, 2262, 2263, and 2271.

This course offers students the opportunity to revise previous creative writing coursework into a polished literary manuscript in poetry, fiction, play/screenwriting, or creative nonfiction ready for publication or a professional or academic portfolio.

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.

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.

English Language Learner

ELL 0790 Preparing for College Writing, 4 credits

Prerequisite: A qualifying score on the Accuplacer ESL (LOEP) test.

Recommended Skills, Abilities, or Coursework: Ability to understand basic written and oral instructions in English.

ELL 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, ENGL 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. (CR-fall, spr)

ELL 0810 Preparing for College Reading, 4 credits

Prerequisite: A qualifying score on the Accuplacer ESL (LOEP) test.

ELL 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, ENGL 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 through 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.

Recommended Skills, Abilities, or Coursework: ELL 0790 or equivalent skills and an ability to understand written and oral instructions in English. ELL 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 ENGL 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. (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.

ELL 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 ENGL 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 contrib-

ute 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)

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: AnokaRamsey.edu/academics/departments-faculty/world-languages/#placement-testing.

French

See Foreign Language for Enrollment Guidelines above.

FREN 1101 Beginning French Language & Culture I, 5 credits (Meets MnTC Goals 7 & 8)

The first course in a four semester (two year) sequence. In FREN 1101 (French I) students learn basic French 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 French culture in France and in French speaking countries around the world in the text and through videos and presentations, which may include historical, social and cultural topics. (CR-fall)

FREN 1102 Beginning French Language & Culture II, 5 credits (Meets MnTC Goals 7 & 8)

Recommended Skills, Abilities, or Coursework: FREN 1101 or two years of French in high school with a score of 180 or higher on the French placement test. To take the placement test, go to: AnokaRamsey.edu/placement. 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

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.

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 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)

Recommended Skills, Abilities, or Coursework: FREN 1102 or four years French in high school with a score of 270 or higher on the French Placement test. To take the placement test, go to: <http://www.anokaramsey.edu/placement>.

The third semester of the two-year sequence, FREN 2201 builds on grammar and language skills acquired in the first year language courses (such as present and past tenses and object pronouns), and to increase proficiency in listening, speaking, reading, and writing in French in more complex thematic contexts. While reviewing first year grammar and studying new grammar points, students explore cultural and historical themes and topics relating to the French speaking world: France, Canada, Belgium, as well as the French Caribbean and African countries through readings, videos and class discussion in the target language.

FREN 2202 Intermediate French Language & Culture II, 4 credits

(Meets MnTC Goals 7 & 8)

Recommended Skills, Abilities, or Coursework: FREN 2201 or at least four years of high school French and a score of 360 or higher on the French placement test. To take the placement test, go to: <http://www.anokaramsey.edu/placement>.

The last semester of a 2-year language sequence, FREN 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 the present and past subjunctive, as well as commands. Through readings, videos and class discussion in the target language, students continue to explore cultural themes, with an emphasis on topics relating to modern society in the French-speaking world.

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.

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 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 127.

GERM 1101 Beginning German Language & Culture I, 5 credits

(Meets MnTC Goals 7 & 8)

GERM 1101 is the first course in a four semester (two year) sequence. In German I students learn basic German grammar such as verb conjugation and adjective agreement and practice the basic skills of listening, speaking, reading and writing in the present tense with an emphasis upon correct oral and written expressions and aural comprehension. Students are also introduced to various aspects of German culture in Germany and in Ger-

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.

man speaking countries in the text and through videos and presentation, which may include historical, social and cultural topics. (CR fall)

GERM 1102 Beginning German Language & Culture II, 5 credits

(Meets MnTC Goals 7 & 8)

Recommended Skills, Abilities, or Coursework: GERM 1101 or two years of German in high school with a score of 180 or higher on the German Placement test. To take the placement test, go to: <http://www.anokaramsey.edu/placement>.

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 and 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 1211)

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 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. 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)

Recommended Skills, Abilities, or Coursework: GERM 1102, or four years German in high school with a score of 270 or higher on the German placement test. To take the placement test, go to: <http://www.anokaramsey.edu/placement>.

The third semester of the two-year sequence, GERM 2201 builds on grammar and language skills acquired in the first year language courses (such as present and past tenses and object pronouns), and to increase proficiency in listening, speaking, reading and writing in German in more complex thematic contexts. While reviewing first year grammar and studying new grammar points, students explore cultural and historical themes and topics relating to the German-speaking world: Germany, Austria, Switzerland through readings, videos and class discussion in the target language.

GERM 2202 Intermediate German Language & Culture II, 4 credits

(Meets MnTC Goals 7 & 8)

Recommended Skills, Abilities, or Coursework: GERM 2201, or at least four years of high school German and a score of 360 or higher on the German placement test. To take the placement test, go to: <http://www.anokaramsey.edu/placement>.

The last in a four-semester sequence, GERM 2202 builds on grammar and language skills acquired in the first three semester language courses by adding new grammar structures, such as the subjunctive mood and passive voice. Through readings, videos and class discussion in the target language, students continue to explore historical and contemporary society of the German-speaking world.

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 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.

HCCC 1600 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: <http://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. (CR-spr)

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 single-rescuer and team CPR and choking relief for infant, child and adult, as well as face and bag-mask ventilation and using an AED. General knowledge of body systems, victim assessment, victim management, and victim stabilization is also addressed. American Heart Association Basic Life Support (BLS) Provider Certification and American Academy of Orthopedic Surgeons Advanced First Aid Certification will be earned upon successful completion. Meets the requirements for ARCC 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

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 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 credit

(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)

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 establish a basic understanding of fitness and promote yoga as a lifelong activity. Students will 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. Students will work toward achieving individual fitness goals and must be able to participate in yoga. (CR-fall, CC & CR-spr)

HPER 1152 Aerobic Fitness, 2 credits

Recommended Skills, Abilities, or Coursework: Must be able to participate in physical activity.

This course is designed to establish a basic understanding of fitness and promote aerobic exercise as a lifelong activity. The American College of Sports Medicine (ACSM) and Centers for Disease Control (CDC) physical activity guidelines will provide a framework for developing fitness goals that emphasize optimal cardiovascular health. Students will work toward achieving individual fitness goals and must be able to participate in aerobic exercise. (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 will learn choreographed steps. No dance experience is necessary. Students will work toward achieving individual fitness goals and must be able to participate in Zumba.

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.

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.

HPER 1157 Tennis, 1 credit

This course is designed to introduce beginning skills, techniques, rules and strategies for the beginning tennis player. Emphasis is on correct form, timing, and court movement, as well as an appreciation of tennis as a lifetime activity. Students will work toward achieving individual goals and must be able to participate in tennis.

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 of bowling as a lifetime activity. Students will work toward achieving individual goals and must be able to participate in bowling (CR-fall & spr)

HPER 1160 Weight Training & Conditioning, 2 credits

This course is designed to establish a basic understanding of fitness and promote weight training and conditioning as a lifelong activity. The American College of Sports Medicine (ACSM) and Centers for Disease Control (CDC) physical activity guidelines will provide a framework for developing fitness goals that emphasize optimal cardiovascular health. Students will work toward achieving individual goals and must be able to participate in weight training 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 and promote walking as a lifelong activity. The American College of Sports Medicine (ACSM) and Centers for Disease Control (CDC) physical activity guidelines will provide a framework for developing fitness goals that emphasize optimal cardiovascular health. Students will work toward achieving individual goals and must be able to participate in fitness walking. (CR, CC & online-fall; CR & online-spr & sum)

HPER 1166 Jogging/Running, 2 credits

This course is designed to establish a basic understanding of fitness and promote jogging/running as a lifelong activity. The American College of Sports Medicine (ACSM) and Centers for Disease Control (CDC) physical activity guidelines will provide a framework for developing fitness goals that emphasize optimal cardiovascular health. Students will work toward achieving individual goals and must be able to participate in jogging/running.

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.

This course is designed to establish a basic understanding of fitness and is for students with experience in weight training whose interests involve the development of an exercise program based on their individual needs and fitness level. The American College of Sports Medicine (ACSM) and Centers for Disease Control (CDC) physical activity guidelines will provide a framework for developing fitness goals that emphasize optimal cardiovascular health. Students will work toward achieving individual goals and must be able to participate in weight, cardiovascular 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, maintenance 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 of volleyball as a lifetime activity. The ability to perform the fundamentals will be demonstrated in game situations. Students will work toward achieving individual goals and must be able to participate in volleyball.

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 1205 Introduction to Exercise Science, 2 credits

This course is designed to take a broad-based look at the field of Exercise Science. We will explore not only the historical and philosophical foundations of the field of exercise science, but also look into career exploration that surrounds this field of study. It is designed to introduce students to all aspects of Exercise Science and what students can do within this broad area of study. (CR-fall & spr)

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

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.

care, rehabilitation, and practical skills such as taping and wrapping. (CC-fall; CR-spr)

*This course is offered through ARCC's Concurrent Enrollment Program

HPER 2206 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. Students must be able to participate in the performance of various standard physiological tests to assess strength, endurance, and cardiorespiratory fitness. (CR-fall & spr)

HPER 2207 Fitness Testing & Exercise Prescription, 2 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, 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

Prerequisite: Permission of Instructor.

Recommended Skills, Abilities, or Coursework: HPER 2207 strongly recommended. Basic understanding of human anatomy and physiology principles as well as basic fitness concepts, including weight training, conditioning, and aerobic fitness concepts.

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 implementation and modification of exercise recommendations and programs, behavior modification, communication and professionalism, and business and legal considerations. Students may practice and/or supervise various fitness assessment tests to ensure skill mastery. (CR-spr)

HPER 2210/2211/2215/2217/2219 Intercollegiate Sports, 0-1 credit

Prerequisite: Permission of Varsity Coach required.

Recommended Skills, Abilities, or Coursework: Recent participant in the sport at high school level, high level of fitness and athleticism, varsity team member based on tryout with the coach.

Fundamentals, techniques, strategy, practice and competition in intercollegiate sports. No more than one (1) course from intercollegiate sports may be applied toward the wellness requirement. Students may repeat the course to gain a maximum of 2 credits per sport.

- 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)

Recommended Skills, Abilities, or Coursework: 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)

Recommended Skills, Abilities, or Coursework: 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)

Recommended Skills, Abilities, or Coursework: One social science and/or

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.

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)

*This course is offered through ARCC's Concurrent Enrollment Program

HIST 1121* Modern World Civilizations II: 1870 to the Present, 4 credits

(Meets MnTC Goals 5C & 8)

Recommended Skills, Abilities, or Coursework: One social science and/or writing course at college level recommended.

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. (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)

Recommended Skills, Abilities, or Coursework: One social science course and one writing course at college level.

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 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 contain-

ment, secret CIA operations, civil rights movement, Environmental movement, Black Power, counterculture, political murder, anti-war movement, Watergate, Pentagon/VA transgressions, and normalizations. (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)

Recommended Skills, Abilities, or Coursework: College level history course is recommended.

This course will provide a survey of the history of Britain; from the ancient period including the Celts (Roman invasion, Artorius (Arthur legend), Angles/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.).

*This course is offered through ARCC's Concurrent Enrollment Program

HIST 2280 History of Immigration and Ethnicity in the United States, 4 credits

(Meets MnTC Goals 5C & 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)

Recommended Skills, Abilities, or Coursework: HIST 1141

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 115.

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.

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, textual materials, and attendance at performances. (Online: spr)

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)
Recommended Skills, Abilities, or Coursework: College-level reading skills (in English).

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.

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)

Prerequisite: ENGL 1120/1121 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 1120/1121, 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

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.

(Meets 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 development 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. (CR-fall & spr)

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 previous 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

Recommended Skills, Abilities, or Coursework: IHH 1100 is strongly recommended.

Introduction to concepts and theories of energy, energy structures, bio-energetic 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. (Online: fall)

IHH 1103 Movement & Body Manipulation Therapies,

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.

3 credits

Recommended Skills, Abilities, or Coursework: 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. (Online: fall)

IHH 1105 Introduction to Massage/Reflexology, 2 credits

Recommended Skills, Abilities, or Coursework: 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 Skills, Abilities, or Coursework: 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 Skills, Abilities, or Coursework: 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 Skills, Abilities, or Coursework: 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 Skills, Abilities, or Coursework: 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 Skills, Abilities, or Coursework: 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

Recommended Skills, Abilities, or Coursework: 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. (Online: fall)

IHH 2101 Mind/Body Connections, 3 credits

Prerequisites: BIOL 1104, PSYC 1110

Recommended Skills, Abilities, or Coursework: 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. (Online: spr)

IHH 2102 Food as Medicine/Biologically Based Therapies, 3 credits

Recommended Skills, Abilities, or Coursework: 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. (Online: spr)

IHH 2103 Spirituality & Healing, 3 credits

Recommended Skills, Abilities, or Coursework: 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 will 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: spr)

IHH 2104 Health & Wellness Coaching Skills, 2 credits

Recommended Skills, Abilities, or Coursework: 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. (Online: fall)

IHH 2105 Basics in Business & Ethics in Holistic Healing, 3 credits

Recommended Skills, Abilities, or Coursework: 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. (Online: spr odd years)

IHH 2106 Introduction to Qigong, 3 credits

Recommended Skills, Abilities, or Coursework: IHH 1100 is strongly recommended.

This course provides an understanding of Qigong. Qigong is a form of

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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-fall even years)

IHH 2107 Healing Touch, 3 credits

Recommended Skills, Abilities, or Coursework: 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 even years)

IHH 2110 Optimal Healing Environments, 2 credits

Recommended Skills, Abilities, or Coursework: 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 and permission of program director.

Recommended Skills, Abilities, or Coursework: 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 and permission of program director.

Recommended Skills, Abilities, or Coursework: 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, and permission of program director.

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 Skills, Abilities, or Coursework: 12 semester credits with a grade of C or better and completion of ENGL 1120/1121.

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 credit

Prerequisite: 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 Competency-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 Goals 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 115.

Marketing

See separate course listings for Business beginning on page 115.

Mass Communications

MCOM 1100 Introduction to Mass Communication, 3 credits

(Meets MnTC Goals 2 & 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

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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 2121 Media Writing, 3 credits

(Meets MnTC Goal 1C)

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 1C)

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.

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, 1-3 credits

Prerequisite: Two courses in mass communications successfully completed.

ed. Designed to offer students the opportunity to do extensive reading or research on a specific topic in mass communications.

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 9 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 0230 Mathematical Foundations with Elementary Algebra, 5 credits

Prerequisite: Required score on Math Placement Test of 50–75 on the Arithmetic component of the Accuplacer test.

This course includes pre-algebra content centered on the mathematical skills needed for the study of algebra including the arithmetic of integers, fractions, decimals, and percents and applications of these skills to problems involving measurement, percent, ratio, and proportionality. The elementary algebra content of the course prepares students to take MATH 0250, MATH 1100, or MATH 1114. This content includes properties of the real number system, simplifying algebraic expressions, properties of integer exponents, operations with polynomial expressions, methods for solving linear and quadratic equations, applications of these equations, introduction of sequences and series, mathematical modeling applications and using graphs to answer questions. Additional course content includes math study skills and STEM/Non-STEM math pathways exploration. (CR-fall & spr)

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

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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 4)

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 1114* Introduction to Statistics, 4 credits

(Meets MnTC Goal 4)

Prerequisite: MATH 0240, or appropriate score on math placement test or equivalent.

Recommended Skills, Abilities or Coursework: Arithmetic skills with whole numbers, integers, fractions/ratios, and decimals; Computational skills with percentages and decimals; Algebraic skills with linear, quadratic, and rational expressions and equations; Manipulative facility with square roots; and Facility with graphing straight lines from knowledge of the equation, slope/intercept, or point/intercept.

Introductory course in data description and analysis using graphical and numerical methods. Students will work with discrete and continuous random variables and their probability distributions with emphasis on the normal distribution. Topics include: experimental design and sampling methods; confidence intervals, sample size, and hypothesis testing for one and two population means or proportions; t and z tests, chi-square tests, analysis of variance (ANOVA), and linear regression; use of statistical software. (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 (or equivalent course) with a grade of C or better, or an 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 1200* College Algebra I, 3 credits

(Meets MnTC Goal 4)

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. (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 4)

Prerequisite: MATH 1200 or appropriate score on Math Placement test or equivalent.

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 4)

Prerequisite: 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 4)

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 4)

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 4)

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, or equivalent.

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 in the areas of engineering, sciences, or mathematics. This course serves these students with both practical applications of

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mathematics and as a bridge between lower level mathematics courses and higher level (often more theoretical) mathematics. Topics include matrix operations; systems of linear equations; Gaussian elimination; determinants; matrix inverses; vectors; vector spaces; subspaces; linear independence; linear transformations; matrix transformations; dimension; eigenvalues and eigenvectors; diagonalization; and orthogonality. Supplementary topics and technology-based 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. This course serves these students with both practical applications of mathematics and as a bridge between lower-level mathematics courses and higher level mathematics courses that are often more theoretical. Topics include matrix operations, systems of linear equations, Gaussian elimination, determinants, matrix inverses, vectors, vector spaces, subspaces, linear independence, linear transformations, matrix transformations, 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 in the areas of engineering, sciences, or mathematics. Topics include first and second order differential equations; existence and uniqueness of solutions; systems of linear equations; undetermined coefficients; variation of parameters; Laplace transforms; and numerical approximation of solutions. This course serves these students with both practical applications of mathematics and as a bridge between lower-level mathematics courses and higher-level (often more theoretical) mathematical courses. (CR-spr)

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 1114.

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.

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ter. 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

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

(Meets MnTC Goal 6C)

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)

Recommended Skills, Abilities, or Coursework: Intended for students with prior performance experience in music, i.e., band, choir, orchestra, etc.

Music Theory is an in-depth study of music and its historical and cultural development through music analysis and performance. This course is required for students pursuing an AFA in Music. Students must also register for MUSC 1117. (CR-fall)

MUSC 1117 Aural Comprehension I, 2 credits

Prerequisite: Required concurrent enrollment in MUSC 1116.

Recommended Skills, Abilities, or Coursework: For students with prior music performance experience. Students preparing for a major or minor in music are required to have the Aural Comprehension sequence, i.e. MUSC 1117, 1127, 2217, 2227.

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 Introduction to Music Business, 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

Prerequisite: Required concurrent enrollment in MUSC 1116.

Recommended Skills, Abilities, or Coursework: Intended for students with prior performance experience in music, i.e., band, choir, orchestra, etc.

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

Prerequisite: Concurrent enrollment in MUSC 1126.

Recommended Skills, Abilities, or Coursework: Intended for students with prior performance experience in music, i.e., band, choir, orchestra, etc.

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.

Recommended Skills, Abilities, or Coursework: Intended for students with prior performance experience in music, i.e., band, choir, orchestra, etc.

A continuation of MUSC 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. (CR-spr)

MUSC 1127 Aural Comprehension II, 2 credits

Prerequisites: MUSC 1117, required concurrent enrollment in MUSC 1126.

Recommended Skills, Abilities, or Coursework: For students with prior music performance experience. Students preparing for a major or minor in music are required to have the Aural Comprehension sequence, i.e. MUSC 1117, 1127, 2217, 2227.

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

(Meets MnTC Goal 6C)

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.

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.

MUSC 1145 World Drumming Ensemble, 0-1 credit

(Meets MnTC Goals 6C & 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.

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)

Prerequisite: Permission of Instructor.

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)

Recommended Skills, Abilities, or Coursework: Basic guitar or bass skills and ability to read standard music notation. It is recommended that students have either completed MUSC 1102 or at least one semester of applied lessons in guitar or bass.

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. (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

Recommended Skills, Abilities, or Coursework: Music Reading Skills.

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

Prerequisites: AFA Music Major and concurrent enrollment with MUSC 2151.

Private instruction in music—vocal or instrumental—for students pursuing the Associate of 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)

MUSC 2151 AFA Performance Hour, 0 credits

Recommended Skills, Abilities, or Coursework: AFA Music Major and concurrent enrollment with MUSC 2150 or MUSC 2175.

Performance opportunity for AFA Music Majors. Students enrolled in MUSC 2150 or MUSC 2175 must also be enrolled in MUSC 2151. (CR-fall & spr)

MUSC 2175 AFA Recital Applied Lesson, 2 credits

Prerequisite: Concurrent enrollment in MUSC 2151 is required, or per-

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.

mission of Instructor.

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)

Recommended Skills, Abilities, or Coursework: College-level writing course (e.g., ENGL 1120/1121), some experience in music reading (individual instrument study or ensemble experience).

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. (CR-fall)

MUSC 2202 Music History & Literature II, 3 credits

(Meets MnTC Goals 6C & 8)

Recommended Skills, Abilities, or Coursework: College-level writing course (e.g., ENGL 1120/1121), some experience in music reading (individual instrument study or ensemble experience).

Study of the Classical, Romantic and 20th century periods of western music including their influence on political, 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. (CR-spr)

MUSC 2216 Advanced Music Theory I, 3 credits

Prerequisite: C or better in MUSC 1126 or permission of instructor.

Recommended Skills, Abilities, or Coursework: Intended for students with prior performance experience in music, i.e., band, choir, orchestra, etc.

A continuation of MUSC 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 mediant. Advanced study in ear-training and sight-singing. This course is required for students pursuing an AFA in Music degree. Students must also register for MUSC 2217. (CR-fall)

MUSC 2217 Advanced Aural Comprehension I, 2 credits

Prerequisites: MUSC 1127, required concurrent enrollment in MUSC 2216.

Recommended Skills, Abilities, or Coursework: For students with prior music performance experience. Students preparing for an AFA in Music degree are required to have the Advanced Aural Comprehension sequence, i.e. MUSC 1117, 1127, 2217, 2227.

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. Students are required to register for MUSC 2216. 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 MUSC 2216 or permission of instructor.

Recommended Skills, Abilities, or Coursework: Intended for students with prior performance experience in music, i.e., band, choir, orchestra, etc.

A continuation of MUSC 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. (CR-spr)

MUSC 2227 Advanced Aural Comprehension II, 2 credits

Prerequisites: MUSC 2217, required concurrent enrollment in MUSC 2226.

Recommended Skills, Abilities, or Coursework: For students with prior music performance experience. Students preparing for an AFA in Music degree are required to have the Advanced Aural Comprehension sequence, i.e. MUSC 1117, 1127, 2217, and 2227.

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 courses in music 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)

*This course is offered through ARCC's Concurrent Enrollment Program

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)

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

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.

Prerequisite: Two courses in natural science 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: to take the free online placement test, go to: <http://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. (CR-spr)

NURS 2700 Foundations of Nursing--Health Promotion, 9 credits

Prerequisites: ENGL 1120/1121, 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

Prerequisite: 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 1120/1121, 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 promot-

ing 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 credits

Prerequisites: NURS 2700, NURS 2750, BIOL 2114

Co-requisites: 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-requisites: NURS 2800, NURS 2850

Prerequisite or Co-requisite: General Education Sociology

This course introduces theoretical concepts that enable students to provide 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-requisites: 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, NURS 2850 all with a grade of C or better.

Co-requisites: 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, 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

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.

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

Prerequisites: NURS 2800, NURS 2820, NURS 2850 all with a grade of C or better.

Co-requisites: NURS 2900, NURS 2920

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.

Office Technology

See separate course listings for Business beginning on page 115.

Pharmacy Technician

PHAR 1100 Introduction to Pharmaceuticals (LEC/LAB), 2 credits

This class will provide general 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

Prerequisite: 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

Prerequisite: 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

Prerequisite: PHAR 1100

This course builds upon the basic medication information learned in PHAR 1100. 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

Prerequisite: PHAR 1100

The administrative lab outlines the role of medical insurance and pharmacy billing within the pharmacy industry. Students demonstrate the use 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

Prerequisite: 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 & 4)

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, spr, 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, sum)

PHIL 1180 Introduction to Social and Political Philosophy, 3 credits

(Meets MnTC Goals 8 & 9)

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 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 & CC-fall & spr; Online: fall, spr, sum)

PHIL 2299 Independent Study, 1-3 credits

Prerequisite: Two courses in philosophy successfully completed. Designed to offer students an opportunity to do extensive reading or research on a specific topic in philosophy.

Physical Education

See *Health, Physical Education, Recreation* beginning on page 129.

Physical Therapist Assistant

PTAC 1010 Clinical Practice I, 4 credits

Prerequisites: 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 Physical Therapist Assistant (PTA) student in the facility for eight 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 of 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 on Desire to Learn (D2L) and also required to complete a self-assessment using the electronic Clinical Performance Instrument (Web CPI). (CR-sum)

PTAC 1020 Musculoskeletal Anatomy & Kinesiology for the PTA, 4 credits

Prerequisite: Admission to the PTA program.

Recommended Skills, Abilities, or Coursework: ENGL 1120/1121, BIOL 1102, CMST 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 1120/1121, BIOL 1102, CMST 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 1120/1121, BIOL 1102, CMST 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.

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.

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 muscle 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.

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.

This course focuses on the study of therapeutic exercise rationale techniques and the application to patients with various disabilities. Emphasis on strengthening, range of motion, manual muscle testing, mobility, muscle re-education, spinal traction, and time management for patient treatment. Ambulation activities 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 Physi-

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.

cal Therapist Assistant I, 1 credit

Prerequisite: Admission to the PTA program.

Recommended Skills, Abilities, or Coursework: ENGL 1120/1121, BIOL 1102, CMST 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)

PTAC 2000 Musculoskeletal Disorders, 4 credits

Prerequisites: PTAC 1050, 1060, 1070, 1080, 1100, BIOL 2114.

Recommended Skills, Abilities, or Coursework: PTAC 1010 Clinical Practice I.

This course covers the pathophysiology of specific musculoskeletal conditions. Discussions of treatment approaches as they pertain to physical therapy, radiology, surgical procedures and medications will be included. (CR-fall)

PTAC 2010 Neuroanatomy & Functional Rehabilitation Theory, 4 credits

Prerequisites: PTAC 1050, 1060, 1070, 1080, 1100, BIOL 2114.

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, Alzheimer's dementia, multiple sclerosis, Parkinson's disease, and various other neurological diseases. Normal motor development, pediatric disorders and pediatric physical therapy will also be discussed. 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. A 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, 1100, BIOL 2114.

Recommended Skills, Abilities, or Coursework: PTAC 1010 Clinical Practice I.

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. Cognitive testing and treat-

ment techniques for pediatric patients will also be practiced. 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 an exercise program for a patient with a specific neurological disease as part of their research project. Course includes individual testing for competency in rehab skills. Testing will occasionally occur outside scheduled lab time. (CR-fall)

PTAC 2040 Special Topics I, 2 credits

Prerequisites: PTAC 2000, 2010, 2015.

This course includes study of specialty areas of physical therapy including amputations, orthotics, prosthetics, oncology, pharmacology, geriatrics, and the role of the Physical Therapist Assistant (PTA) in the rehabilitation process. Application of principles and techniques in the classroom and laboratory of each specialty area are included. Preparation of a geriatric interview assignment. Resume writing, interview techniques and employment seeking information will be discussed. Licensure laws and national examination materials will be covered. (CR-spr)

PTAC 2050 Special Topics II, 3 credits

Prerequisites: PTAC 2000, 2010, 2015.

Study of specialty areas in physical therapy including cardiac rehabilitation, pulmonary therapy, arthritis, and burn management as they pertain to the role of the physical therapist assistant. Review of the anatomy and physiology of the cardiac, pulmonary, and integumentary systems is included. Students will prepare a sophomore research project on a topic selected by the student and approved by the instructor. They will create a research poster and do an oral PowerPoint presentation. (CR-spr)

PTAC 2060 Clinical Practice II, 5 credits

Prerequisites: PTAC 1010, 2040, 2050.

This course is a full time clinical practice at an assigned health care facility. The student will function as a Physical Therapist Assistant (PTA) student in the facility for eight consecutive weeks and will be responsible for patient care compatible to the role of the PTA, utilizing knowledge and skills developed in the first two years of 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 Desire to Learn (D2L) and also required to complete a self-assessment using the electronic Clinical Performance Instrument (Web CPI). Students are also required to participate in online activities to prepare them for the National PTA Licensing Exam. (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 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

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.

Prerequisite: PTAC 2110

Recommended Skills, Abilities, or Coursework: Completion of Clinical Course PTAC 1010.

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

Prerequisite: PTAC 1030

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.

Recommended Skills, Abilities, or Coursework: Completion of Clinical Course PTAC 1010.

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. (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.

Recommended Skills, Abilities, or Coursework: Successful completion of MATH 1200.

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 and MATH 1201 or concurrent enrollment.

Recommended Skills, Abilities, or Coursework: Successful completion of MATH 1201.

This is the second semester of a two-semester sequence of introductory

physics for students with any major. This 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)

Prerequisite: MATH 1400 or concurrent enrollment.

Recommended Skills, Abilities, or Coursework: Successful completion of MATH 1400.

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 and MATH 1401 or concurrent enrollment.

Recommended Skills, Abilities, or Coursework: Successful completion of MATH 1401.

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 physics 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)

Designed to provide students with an understanding of the American political system: U.S. Constitution, federalism, mass media, political parties, interest groups, Presidency, Congress, federal bureaucracy, the courts, civil liberties and rights, and more. (CR-fall & spr; CC-fall; Online-fall, spr & sum)

*This course is offered through ARCC's Concurrent Enrollment Program

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)

This course introduces the theoretical tools used to analyze world politics and explores the interrelationship of factors that produce global issues. There is an emphasis on current world events, presented from a global and American perspective. 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

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.

(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)

This course will explore broad themes such as economic, social and moral issues the environment, and foreign policy. Specific issues such as health care, immigration, welfare, education, abortion, same-sex marriage, gun control, global warming, water, military intervention and human rights may be discussed. (CR-fall & spr; online-fall, spr & sum)

POLS 2220 International Law & Human Rights, 3 credits

(Meets MnTC Goals 5C & 8)

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.

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.

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

Prerequisite: 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. (CR-spr)

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 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 credit

(Cross-listed as HPER 1117)

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)

Prerequisite: 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

(Meets MnTC Goals 2 & 7)

Recommended Skills, Abilities, or Coursework: 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

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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

Prerequisite: PSYC 1110

Recommended Skills, Abilities, or Coursework: MATH 1114

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)

Prerequisite: 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.

PSYC 2260 Social Psychology, 3 credits

(Meets MnTC Goals 2 & 5B) (Cross-listed as SOC 2260)

Prerequisite: PSYC 1110 or 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 2280 Statistics for the Behavioral Sciences, 4 credits

(Meets MnTC Goals 2 & 5B)

Prerequisites: PSYC 1110; MATH 1114 or MATH 1200 or higher.

Students use basic mathematical and computerized procedures to analyze data in the behavioral sciences. Use statistical software (e.g., SPSS, "R," "PSP") to conduct descriptive and inferential data analyses. Students choose and apply statistical procedures to help to answer psychological and behavioral scientific research questions. Students read, interpret, and write APA-style results sections for behavioral science research.

PSYC 2299 Independent Study, 1-3 credits

Prerequisite: Two courses in psychology 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

Prerequisite: Appropriate score on placement test.

Recommended Skills, Abilities, or Coursework: This is the first of two sequential developmental reading courses designed to improve students' reading strategies so that they can succeed in college level courses.

Required for students who test 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)

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.

READ 0990 Reading II, 3 credits

Prerequisite: READ 0910 or appropriate score on placement test.

Recommended Skills, Abilities, or Coursework: This is the second of two sequential developmental reading courses designed to improve students' reading strategies so that they can succeed in college level courses.

Required for students who test 54-77 on the Reading Accuplacer Test and for students who have passed READ 910 with a C or better. This course is intended for students who have made progress in READ 0910 or have the appropriate score on the Reading placement test. It offers opportunities for developing college-reading skills. (CR-fall & spr)

READ 1106 College Textbook Reading, 1 credit

Recommended Skills, Abilities, or Coursework: The course is most effective when the student is taking at least one other college-level course that requires significant textbook reading.

Intended for students who have successfully completed READ 990 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

Recommended Skills, Abilities, or Coursework: The course is most effective when the student is taking at least one other college-level course that requires significant textbook reading.

Intended for students who have successfully completed READ 990 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

SOC 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)

Recommended Skills, Abilities, or Coursework: College level reading; college level writing.

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)

Recommended Skills, Abilities, or Coursework: SOC 1111 recommended, but not required. College level-reading and writing.

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)

Recommended Skills, Abilities, or Coursework: General Psychology and General Sociology.

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. (CR-spr)

SOC 1111* General Sociology, 3 credits

(Meets MnTC Goals 2 & 5B)

Recommended Skills, Abilities, or Coursework: College-level reading and writing.

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)

Recommended Skills, Abilities, or Coursework: SOC 1111 recommended, but not required. College level-reading and writing.

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)

Recommended Skills, Abilities, or Coursework: College-level reading and writing.

This course is a survey of social inequalities and power differentials in society and examines social, cultural, and social psychological aspects related to the sociology of power. Among the topics covered are how race, ethnicity, gender, social class, sexuality, religion, and/or other social statuses are related to social stratification, minority/majority relations, and other sociological patterns. Students are required to go beyond academic and classroom content by way of observation and interactions in various social settings. (CR-fall, CC-spr)

SOC 2221 Social Problems, 3 credits

(Meets MnTC Goals 2 & 9)

Prerequisite: SOC 1111 or consent of instructor.

Recommended Skills, Abilities, or Coursework: College-level reading and writing.

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

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.

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.

Recommended Skills, Abilities, or Coursework: College-level reading and writing.

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 & 9)

Prerequisite: SOC 1111

Overview and analysis of theories of delinquency and the Juvenile Justice System. Special emphasis will be on addressing the prevalence, motivations, and types of juvenile crime, as well as the current delinquency-control policies aimed at deterring it. (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 127.

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: SPAN 1101 or two years Spanish in high school with a score of 200 or higher on the Spanish Placement test. To take the placement test, go to: <http://www.anokaramsey.edu/>

[placement.](#)

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)

Recommended Skills, Abilities, or Coursework: College-level reading skills (in English).

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 1600 Spanish for Healthcare Professionals, 3 credits

(Cross-listed as HCCC 1600 and NURS 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: <http://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. (CR-spr)

SPAN 2200 Field Study Abroad, 1-3 credits

(Cross-listed as HUM 2200)

Students travel to one or more Spanish-speaking 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 knowledge of Spanish is required.

SPAN 2201 Intermediate Spanish Language & Culture I, 4 credits

(Meets MnTC Goals 7 & 8)

Recommended Skills, Abilities, or Coursework: SPAN 1102 or four years of high school with a score of 300 or higher on the Spanish Placement test. To take the placement test, go to: <http://www.anokaramsey.edu/placement>.

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.

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 Skills, Abilities, or Coursework: SPAN 2201 or four years of high school with a score of 400 or higher on the Spanish Placement test. To take the placement test, go to: <http://www.anokaramsey.edu/placement>.

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.

Study Skills

STSK 1102 How to Study & Think Critically, 2 credits

(Meets MnTC Goal 2)

Recommended Skills, Abilities, or Coursework: Students should have college-level reading and writing skills. Students will also benefit from a desire to improve academic study strategies for college-level coursework. Introducing the concepts and methods needed to increase study efficiency and improve critical thinking, the course acquaints students with better study habits and the processes and practices of critical thinking. Specific areas covered are listening, textbook reading, time scheduling, notetaking, test-preparation and test-taking strategies, project and paper development, library skills, basic study systems improvement, memory processes and strategies, and models of critical thinking. The course is designed to improve students' knowledge and application of effective study and cognitive/thinking 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.

Theatre Arts

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. Students will view and critique two or more play productions. (CR-fall & spr)

THTR 1109 Practical Experience in Theatre, 1-2 credits

(Meets MnTC Goal 6C)

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 one or more Anoka-Ramsey Theatre Department productions each semester. There are no formal class meetings. Students arrange individual schedules with the instructor. Initial meeting with instructor should occur in the first two weeks of the semester. Students may enroll for zero, one or two credits per semester; course may be repeated for a total accumulation of 4 credits. (CR-fall; CC-spr)

THTR 1111 Acting for All, 3 credits

(Meets MnTC Goal 6C)

This course is an introduction to the basic skills of acting. While working on pieces of literature in class, the student will be developing greater listening skills, empathy building, vocal awareness, body alignment as well as becoming a more confident and expressive communicator. It provides students with a studio learning experience focusing on individual growth and includes active and engaging class work.

THTR 1120 History of Comedy, 3 credits

(Meets MnTC Goal 6C)

Survey of significant eras of comedy in theatre and film that have shaped 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 2165 Stage Management, 3 credits

(Meets MnTC Goal 6C)

Stage Management is designed to cover the basic skills required to effectively stage-manage a theatre production both at Anoka-Ramsey and outside of the academic setting. Students will learn the role and responsibilities of a Stage Manager prior to and during the rehearsal process and during performances. Practical skills to develop include blocking notation, effective communication skills, reading and taping a ground plan, creating a call script, calling cues, and creating rehearsal/performance reports. Students will also learn text analysis in the pre-production preparation process. (CR-fall)

THTR 2205 Acting Movement, 3 credits

(Meets MnTC Goal 6C)

Acting Movement provides the student with studio experience that emphasizes the physicalization of a character through exploration of various movement styles and theories. Improvisation exercises lead to greater student awareness of self-expression and acting choice. (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. (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.

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)

Prerequisites: THTR 1101 and THTR 2205 or THTR 2230.

Play Directing gives students the opportunity to learn and apply principles of script analysis, staging, working with actors, and utilizing technical ef-

fects 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 Skills, Abilities, or Coursework: Successful completion of ENGL 1120/1121.

A survey of representative plays from classical to contemporary drama to examine a form of literature that can be read or experienced in a theater. 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

(Meets MnTC Goal 6C)

Recommended Skills, Abilities, or Coursework: THTR 2205 or 2206.

This course is designed to prepare a student in 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)

Recommended Skills, Abilities, or Coursework: College-level reading and writing skills.

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)

Recommended Skills, Abilities, or Coursework: SOC 1111 recommended, but not required. College level-reading and writing.

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)

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. (CR-fall & spr)

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. (CR-fall)

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Director of Marketing and Public Relations
BS - St. Cloud State University
MS - Metropolitan State University

Jacquemart, Lea

Director of Development, Cambridge Foundation
BS, MS - St. Cloud State University

Jagodzinski, Nikki

Counseling
BS - University of North Dakota
MS - St. Cloud State University

Janas, Linnea

Counseling
BS, MS - St. Cloud State University

Janke, Linda

History
BA - Carlton College
MA, PhD - State University of NY

Januschka, Mary

Biology
BA - College of St. Scholastica
BS, MS - University of Minnesota

Janzen, Monica

Philosophy
MA, PhD - University of Minnesota

Johnson, Mary

Dean of Science, Technology, Engineering, and Mathematics (STEM)
BA, MA - University of Nebraska-Lincoln

Jones, Jami

Reading
BS - University WI, LaCrosse
MA - University of St. Thomas

Karr, Kenneth

Director of Facilities

Kirkeide, Shannon

Dean of Academic and Community Outreach
BA - Concordia College, Moorhead
MS - Bemidji State University

Kohler, Sandra

Dean of Nursing and Allied Health
BSN - University of Minnesota
MSN - University of Phoenix

Koppy, Paula

Nursing (MANE)
MSN - Walden University

Kowalski, Jenna

Mathematics
BA - University of Minnesota, Morris
MS - Minnesota State University, Mankato

Krenelka, Adam J

Mathematics
BS - Moorhead State University
MS - University of Colorado

Kristo, Tracy

English
BS - Maranatha Baptist Bible College
MA - College of St. Catherine and National University

Kuhn, Emily

Physical Therapist Assistant
DPT - University of North Dakota

Kysar, Kathryn

English
BA - Hamline University
MFA - Wichita State University

LaFleur, Dianne

Nursing (MANE)
BSN - Metropolitan State University
MSN - University of Phoenix

Lallak, Kristin

Nursing (MANE)
RN - Anoka-Ramsey Community College
BSN - Bemidji State University
MSN - Walden University

Lambert, Mark

Art
BFA - Utah State University
MFA - Brigham Young University

Larios, Mary Ann

Counseling
BA - College of St. Benedict
MC - Arizona State University
PhD - Walden University

Administration & Full-Time Faculty

Lemke, Blayn

Theatre
BA - Winona State University
MFA - National Theatre Conservatory, Denver

Lentner, Lisa

Physical Therapist Assistant
MA - College of St. Scholastica

Lewis, Don

Vice President of Finance and 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

Lilienthal, Monica

Director of TRIO SSS Program (Cambridge)
BS, MS - St. Cloud State University

Lopez, Jaimie

Director of Academic and Support Services
BS - St. Olaf College
MS - St. Cloud State University

Lund, Lance

Chemistry
BS - Morningside College
MAT - Minnesota State University, Mankato

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
EdD - St. Mary's University

Malott, Richard

Chief Information Officer (Interim)

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

Nursing (MANE)
BSN - University of Northern Iowa
MSN - Walden University

McCabe, Ryan

Philosophy
BA - University of Northern Iowa
MA - University of Kansas

McCarthy, Thomas

Communications Studies
BA - St. Mary's College
MA - North Dakota State University
EdD - University of St. Thomas

McKernan, 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

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

Biology
BS - University of Wisconsin, Eau Claire
MS - University of Minnesota

Morris, Nora

Dean of Research and Evaluation
BA - St. Cloud State University
MA - Northern Illinois University

Mucha, Michelle

Counseling
BA - Clarke College
MS - University of Wisconsin, Platteville

N

Nelson, Jay

Chief Human Resources Officer (Interim)
BA - University of Minnesota, Morris
MA - Concordia University, St Paul

Nordin, Thom

Director of TRIO SSS Program (Coon Rapids)
BS - Bemidji State University

Nunokawa, Masataka

Psychology
BA - Washington State University
MA - Syracuse University

O

O'Brien, Gwendolyn

Nursing (MANE)
BSN - College of St. Benedict
MSN - Gonzaga 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

Opoku, Michael

Director of Student Development and Engagement
BA - Iona College
MA - Ball State University

Administration & Full-Time Faculty

P

Pancerella-Willis, Gina

Librarian

BA - Franklin and Marshall College

MS - Drexel University

Peaslee, Deidra

Vice President of Academic and 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

Pomeroy, Jan

Coordinator of Adult Transition

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 and Letters

BA - Weber State University

MA - Oregon State University

Restad, Steve

Business

BA - University of Wisconsin, Eau Claire

MBA - University of St. Thomas

Riehl, Paige

English

BS - Moorhead State University

MA - North Dakota University

Rivard-Sherman, Catherine (Penny)

Physical Therapist Assistant

BA - St. Scholastica

MA - College of St. Catherine

Rogers, Michelle

Mathematics

BS - University of Minnesota

MEd - Georgia State University

Ruble, Jordan

Sociology

BA, MA - California State University

S

Saari, William

Engineering

BS - University of Illinois, Chicago

MS - University of Minnesota

Schiller, Lindsey

Director of Development, Coon Rapids Foundation

BA - Bemidji State University

Schneider, Rick

Art

BA, MFA - University of Wisconsin, 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

Shoemaker, Mary

Accounting

BS - Louisiana Tech University

MBA - Aspen University

Sloan, Elizabeth

Communications Studies

BA - Spring Hill College

MA - University of South Alabama

Snell, Colleen Tracy

Nursing (MANE)

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

T

Traczyk, Joyce

Coordinator of Student Activities (Coon Rapids)

BS - St. Cloud State University

Tweed, Brittany

Director of Financial Aid

BA, MPNA - Metropolitan State University

V

Vanselow, Jason

Music

DMA - University of Minnesota

MM - Cleveland Institute of Music

BFA - University of St. Thomas

Varela, Michelle

Nursing (MANE)

BSN, MSN Barry University

Verkhovtseva, Alexandra (Sasha)

Mathematics

MA - North Carolina State University

W

Wahlberg, Lori

Nursing (MANE)

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

Wielgus, Karl

Sociology

BA - Roosevelt University

PhD - Columbia University

Administration & Full-Time Faculty

Willcutt, Jennifer

Reading

BA - University of Wisconsin, Madison

MA - University of Minnesota

Wolfe, Laurie

Psychology

BA - College of St. Benedict

MS - Syracuse University

Wollum, Brian

Director of Academic Advising and Veterans'

Services

BA, MS - Minnesota State University, Mankato

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

Y

Youngblom, Tracy

English

BA - St. Mary's College

MA - University of St. Thomas

MFA - Warren Wilson College

Z

Zins, Wendy

Physical Education/Health

BS - Montana State University

MPH - University of Wisconsin

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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-CR					F	S	SR
ART	1107	Art History I		F-CR		S-CR			F		SR
ART	1108	Art History II				S-CR			F		
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	Introduction to Figure Drawing									
ART	1144	Watercolor I									
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-CC	S-CR					
ART	1242	Painting II		F-CR	S-CC						
ART	1251	Ceramics: Beginning Wheel-Throwing		F-CR		S-CR					
ART	1252	Ceramics: Intermediate Wheel-Throwing		F-CR		S-CR					

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			CC	CR	CC	CR	CC	CR	all campuses		
ART	1271	Glass Fusing I				S-CR					
ART	1272	Glass Fusing II				S-CR					
ART	1281	Ceramics: Beginning Hand-building		F-CR		S-CR					
ART	1282	Ceramics: Intermediate Hand-building				S-CR					
ART	1290	Introduction to Printmaking I									
ART	1291	Introduction to Printmaking II				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									
ART	2168	Photography IV									
ART	2200	Portfolio Seminar				S-CR					
ART	2253	Ceramics: Kiln-Firing				S-CR					
ART	2254	Ceramics: Glaze Formulation									
ART	2255	Wood-Fired Ceramics		F-CR							
ASL	1101	Am. Sign Lang & Culture I	F-CC	F-CR		S-CR					
ASL	1102	Am. Sign Lang & Culture II			S-CC	S-CR					
ASL	1103	Deaf Culture									
ASL	1120	Fingerspelling & Numbers									
ASL	2201	Am. Sign Lang & Culture III		F-CR							
ASL	2202	Am. Sign Lang & Culture 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 Lecture	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 Biological Sciences	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					

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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									
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	2297	Capstone Experience & Seminar									
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	Fundamentals 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	Human Relations 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 Mgmt Access							F		
BUS	1120	Speaking Confidently at Work				S-CR					
BUS	1122	Bus Ethics & Social Issues				S-CR			F	S	
BUS	1130	Accounting Fundamentals							F	S	SR
BUS	1134	Comp Accounting								S	
BUS	1135	Payroll Accounting								S	
BUS	1140	Applied Accounting							F	S	SR
BUS	1143	Decision Making Using Excel							F		
BUS	1145	Customer Service							F	S	
BUS	1148	Prom Tact for Small Bus									
BUS	1149	Professional Selling							F		

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			CC	CR	CC	CR	CC	CR	all campuses		
BUS	1153	Beginning Keyboarding							F	S	
BUS	1154	Advanced Keyboarding									
BUS	1155	Word Processing Using Word								S	
BUS	1159	Word Processing Ess							F		
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	2125	Financial Accounting	F-CC	F-CR		S-CR			F	S	SR
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	Mgmt/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 Mgmt								S	
BUS	2280	Engagements & Internal Controls									
BUS	2284	RAP Exam Review									
CAOR	1100	Career Devel Workshop									
CAOR	1102	Career Development		F-CR		S-CR		SR-CR	F	S	SR
CAOR	2297	Career Internships & Field Exp									
CHEM	1020	Interpretive Chemistry	F-CC	F-CR	S-CC	S-CR		SR-CR	F	S	SR
CHEM	1050	Fundamentals of General, Organic & Biological Chemistry	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			

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Anoka-Ramsey offers the courses listed typically during the semester indicated on the campus indicated, however, we reserve the right to deviate from this plan due to low enrollment, lack of an instructor, or other such issues.

SUBJ	#	COURSE TITLE	FALL (F) CC=CAMB CR=COON RAPIDS		SPRING (S) CC=CAMB CR=COON RAPIDS		SUMMER (SR) CC=CAMB CR=COON RAPIDS		ONLINE		
			CC	CR	CC	CR	CC	CR	all campuses		
CHEM	2061	Organic Chemistry I		F-CR		S-CR		SR-CR			
CHEM	2062	Organic Chemistry II		F-CR		S-CR					
CHIN	1101	Chinese Lang & Culture I		F-CR							
CHIN	1102	Chinese Lang & Culture II				S-CR					
CHIN	1111	Intro to Chinese Culture		F-CR		S-CR					
CHIN	2200	Field Study Abroad									
CHIN	2201	Interm Chin Lang & Cult. I		F-CR							
CHIN	2202	Interm Chin Lang & Cult. II									
CMST	1100	Intro to Mass Comm		F-CR		S-CR			F	S	
CMST	1110	Intro to Communication	F-CC	F-CR	S-CC	S-CR	SR-CC	SR-CR		S	SR
CMST	2210	Intercultural Comm		F-CR		S-CR			F	S	
CMST	2215	Public Speaking		F-CR	S-CC	S-CR					
CMST	2220	Interpersonal Comm	F-CC	F-CR	S-CC	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	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 Experience & 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				S-CR					

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			CC	CR	CC	CR	CC	CR	all campuses		
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					
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					
ENGL	0890	Preparing for Coll Writing		F-CR		S-CR					
ENGL	0950	Elements of Coll Writing									
ENGL	0990	Cross-Current Composition	F-CC	F-CR	S-CC	S-CR		SR-CR			
ENGL	1102	College Vocabulary							F	S	
ENGL	1104	Technical Writing							F		
ENGL	1120	Cross-Current College Writing and Critical Reading	F-CC	F-CR	S-CC	S-CR		SR-CR			
ENGL	1121	College Writing & Crit Rdg	F-CC	F-CR	S-CC	S-CR		SR-CR	F	S	SR
ENGL	2202	Intro to the Study of Lit	F-CC-EVEN	F-CR		S-CR-ODD			F-ODD	S	SR
ENGL	2203	The Novel	F-CC-ODD	F-CR-ODD					F-EVEN	S	SR
ENGL	2204	Short Stories		F-CR-EVEN		S-CR			F	S	SR
ENGL	2207	Drama			S-CC-ODD					S-EVEN	
ENGL	2208	Poetry		F-CR					F	S	SR
ENGL	2209	Children's Literature				S-CR			F	S	SR
ENGL	2210	Global Literature			S-CC-EVEN	S-CR-EVEN			F	S-ODD	
ENGL	2215	Special Topics in Lit									
ENGL	2220	British Lit to 1800		F-CR-ODD					F-EVEN		
ENGL	2225	British Lit Since 1800				S-CR-EVEN				S-ODD	
ENGL	2230	Am. Lit to 1865		F-CR-EVEN					F-ODD		
ENGL	2235	Am. Lit Since 1865				S-CR-ODD				S-EVEN	
ENGL	2241	Intro to Creative Writing	F-CC	F-CR		S-CR			F	S	SR
ENGL	2251	Creative Writing for Stage and Screen		F-CR-ODD					F-EVEN		
ENGL	2261	Creative Nonfiction Writing		F-CR						S	
ENGL	2262	Poetry Writing		F-CR						S	
ENGL	2263	Fiction Writing				S-CR			F		
ENGL	2271	Creative Writing for Children and Young Adults				S-CR-ODD				S-EVEN	
ENGL	2281	A Writer's Life				S-CR			F		
ENGL	2291	Manuscript Dev									
ENGR	1100	Intro to Engineering	F-CC	F-CR	S-CC	S-CR					
ENGR	1111	Engineering Graphics		F-CR		S-CR					

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			CC	CR	CC	CR	CC	CR	all campuses		
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							
FREN	1102	French Lang & Cult. II				S-CR					
FREN	1111	Intro to French Culture		F-CR							
FREN	2200	Field Study Abroad									
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	2200	Field Study Abroad									
GERM	2201	Interm Germ Lang & Cult. I									
GERM	2202	Interm Germ Lang & Cult. II									
GSA	1100	College 100: Pathways to Success									
HCCC	1000	Intro to Healthcare Careers									
HCCC	1600	Spanish for Healthcare Professionals				S-CR					
HIST	1101	Minnesota History		F-CR						S	SR
HIST	1103	Contemp World 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							

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HIST	2262	Britain in the Middle Ages									
HIST	2280	History of Immigration & Ethnicity in US									
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	1117	Intro to Meditation & Mindfulness									
HPER	1120	Wellness for Life	F-CC	F-CR		S-CR				S	
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	1153	Zumba									
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									

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HPER	1200	Anatomy of Movement		F-CR							
HPER	1205	Introduction to Exercise Science		F-CR		S-CR					
HPER	2205	Prev & Care of Ath Injuries	F-CC			S-CR					
HPER	2206	Exercise Physiology		F-CR		S-CR					
HPER	2207	Fitness Tstg & Ex Prescr				S-CR					
HPER	2208	Concepts in Personal Training				S-CR					
HPER	2210	Intercollegiate Baseball				S-CR					
HPER	2211	Intercollegiate Basketball		F-CR		S-CR					
HPER	2215	Intercollegiate Soccer		F-CR							
HPER	2217	Intercollegiate Softball			S-CC						
HPER	2219	Intercollegiate Volleyball		F-CR							
HPER	2230	Sport Management				S-CR					
HPER	2240	Coaching & Officiating Theory				S-CR					
HPER	2296	Field Exp & Sem for Fitness Specialist		F-CR		S-CR		SR-CR			
HPER	2297	Field Exp & Sem in Athletic Coaching		F-CR		S-CR		SR-CR			
HSER	1100	Nursing Assistant Registered (NAR)/HHA									
HUM	1103	Film As Art								S	
HUM	1104	Dev A Phil of Life									
HUM	1111	Span & Lat Amer Cult: Pre-Columbian Civ									
HUM	1112	Span & Lat Amer Cult: Conquest to Present									
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	2200	Field Study Abroad									
HUM	2231	Intro to Africa									
HUM	2232	Women in West Civ								S	
HUM	2233	Women in American Culture							F	S	
HUM	2234	Women in a Global Perspective		F-CR		S-CR					
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	

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ICBE	1101	Individualized Educational Planning									
IHH	1100	Intro to Holistic Healing		F-CR						S	
IHH	1102	Energy Healing							F		
IHH	1103	Movement & Body							F		
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		
IHH	2101	Mind/Body Connections								S	
IHH	2102	Food as Medicine								S	
IHH	2103	Spirituality & Healing								S	
IHH	2104	Coaching Skills							F		
IHH	2105	Bus & Eth in Holistic Hlg								S-ODD	
IHH	2106	Intro to Qigong		F-CR-EVEN							
IHH	2107	Healing Touch				S-CR-EVEN					
IHH	2110	Optimal Healing Environment									
IHH	2280	Holistic Hosp & Pall Care									
IHH	2285	Holistic Ger Care									
IHH	2297	Internship				S-CR					
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								
MATH	0100	Pre Algebra	F-CC	F-CR	S-CC	S-CR		SR-CR			
MATH	0110	Mathematics for Health Sciences									
MATH	0230	Mathematical Foundations with Elementary Algebra		F-CR		S-CR					
MATH	0240	Math Concepts w/Elementary Alg	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	1114	Introduction to Statistics	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	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			

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MATH	2100	Discrete Mathematics				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 Anal		F-CR		S-CR					
MATH	2230	Probability & Stats									
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	2131	Reporting, Writing, Editing Online Pubs									
MCOM	2141	Photojournalism									
MCOM	2151	Multimedia Prod									
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					
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 Business				S-CR					
MUSC	1121	Keyboard Skills I		F-CR							
MUSC	1122	Keyboard Skills II				S-CR					
MUSC	1126	Music Theory II				S-CR					
MUSC	1127	Aural Comprehension II				S-CR					
MUSC	1132	Music in Film, Television, and Gaming									
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					

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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-ODD					
MUSC	2120	Music Industry: Mgmt, Admin, and Promo									
MUSC	2135	Musc Therapy, Tech & Materials				S-CR-EVEN					
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					
NATS	1051	Energy Issues & Solutions		F-CR		S-CR					
NATS	1171	Sem in the Biological Sciences	F-CC								
NURS	1600	Spanish for Healthcare Professionals				S-CR					
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 & Pallative 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	S	SR

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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	SR
PHIL	1180	Intro to Social and Political Philosophy		F-CR							
PHIL	1200	Medical Ethics	F-CC	F-CR	S-CC	S-CR			F	S	SR
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	2202	Public Issues		F-CR					F	S	SR
POLS	2220	Intl Law & Hum Rights									
POLS	2225	Constitutional Law							F	S	
POLS	2245	Pol Ideas & Ideologies		F-CR		S-CR					
POLS	2265	Political Sci Practicum									
PSYC	1108	Death & Dying				S-CR					
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	1117	Introduction to Meditation & Mindfulness									
PSYC	1130	Parenting Psychology									
PSYC	1135	Understanding Autism Spectrum Disorders		F-CR	S-CC						SR
PSYC	1145	Positive Psychology									
PSYC	2110	Introduction to Research Methods									
PSYC	2120	Psychology of Women									
PSYC	2215	Child & Adolescent Dev		F-CR		S-CR				S	
PSYC	2225	Adult Development									
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					
PSYC	2280	Statistics for the Behavioral Sciences									
PTAC	1010	Clinical Practice I						SR-CR			
PTAC	1020	Muscu Anat & Kin PTA		F-CR							

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PTAC	1030	Intro to PTA (Theory)		F-CR							
PTAC	1040	Intro to PTA-LAB		F-CR							
PTAC	1050	Modalities & 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 & Funct Rehab-LAB		F-CR							
PTAC	2040	Special Topics I				S-CR					
PTAC	2050	Special Topics II				S-CR					
PTAC	2060	Clinical Practice II				S-CR					
PTAC	2110	Physical Therapy Research I		F-CR							
PTAC	2120	Physical Therapy Research II				S-CR					
PTAC	2130	PTA Clinic									
PTAC	2170	Physical Therapy Seminars				S-CR					
READ	0910	Preparing for Coll Reading		F-CR		S-CR					
READ	0990	Reading II		F-CR		S-CR					
READ	1106	College Textbook Reading									
READ	1108	College Reading III									
SOC	1102	Relationships, 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 Delinquency & Justice		F-CR							
SOCS	1172	Honors Seminar 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 Amer Cult: Pre-Columbian Civ									
SPAN	1112	Span & Lat Amer Cult: Conquest to Present									
SPAN	1600	Spanish for Healthcare Professionals				S-CR					
SPAN	2200	Field Study Abroad									

Appendix

Anoka-Ramsey offers the courses listed typically during the semester indicated on the campus indicated, however, we reserve the right to deviate from this plan due to low enrollment, lack of an instructor, or other such issues.

SUBJ	#	COURSE TITLE	FALL (F) CC=CAMB CR=COON RAPIDS		SPRING (S) CC=CAMB CR=COON RAPIDS		SUMMER (SR) CC=CAMB CR=COON RAPIDS		ONLINE		
			CC	CR	CC	CR	CC	CR	all campuses		
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	Intro to Theatre		F-CR		S-CR					
THTR	1109	Practical Experience in Theatre		F-CR	S-CC						
THTR	1111	Acting for All									
THTR	1120	History of Comedy		F-CR		S-CR					
THTR	2165	Stage Management		F-CR							
THTR	2205	Acting Movement		F-CR-EVEN							
THTR	2206	Acting Vocal				S-CR					
THTR	2210	Stage Make-up									
THTR	2211	Stagecraft		F-CR		S-CR					
THTR	2220	Play Directing				S-CR					
THTR	2230	Survey of Drama		F-CR-ODD							
THTR	2270	Auditioning				S-CR					
WOST	1100	Intro to Women's & Gender Studies									
WOST	1108	Biology of Women		F-CR		S-CR					
WOST	1145	Gender in Society		F-CR		S-CR					
WOST	2120	Psychology of Women	F-CC			S-CR					
WOST	2233	Women in American Culture							F	S	
WOST	2234	Women in a Global Perspective		F-CR		S-CR					
WOST	2242	History of Women in Modern America		F-CR							

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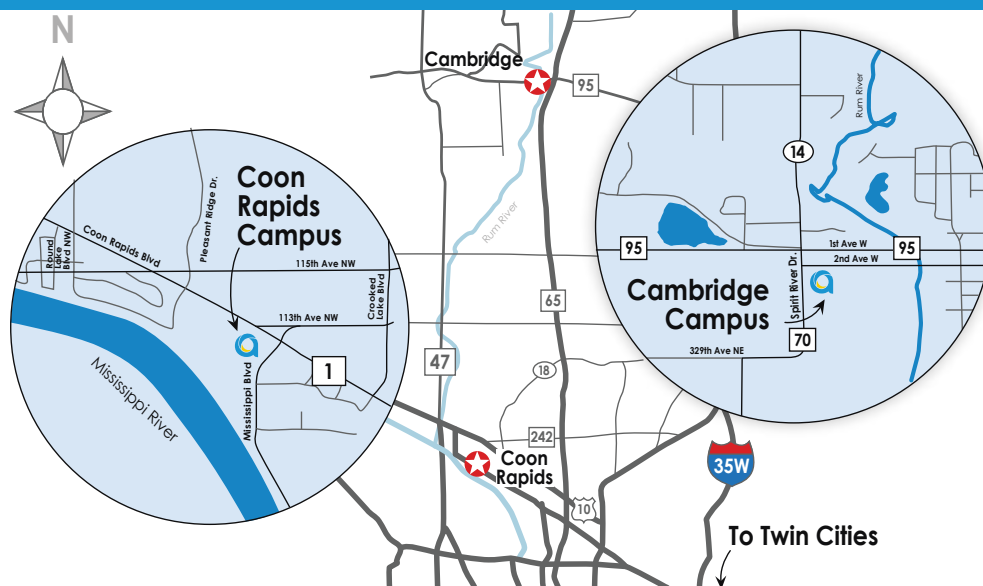
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Campus Locations & Directions



Coon Rapids Campus

11200 Mississippi Blvd NW, Coon Rapids, MN 55433
Call 763-433-1240

Cambridge Campus

300 Spirit River Dr S, Cambridge, MN 55008
Call 763-433-1840

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

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. Left 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/about-us/maps-hours/





ANOKA-RAMSEY

COMMUNITY COLLEGE

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Anoka-Ramsey Community College
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AnokaRamsey.edu

