



A member of Minnesota State

# Academic Catalog

2022-2023

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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/](http://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.



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# Important Numbers & Academic Calendar

## College Telephone Directory

	Cambridge	Coon Rapids
Admissions	763-433-1300	763-433-1300
Advising	763-433-1230	763-433-1230
Campus Store	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
Program Completion/Commencement Information	763-433-1400	763-433-1400
Information Desk/Services	763-433-1100	763-433-1100
Library	763-433-1950	763-433-1150
Math Skills Center	763-433-1260	763-433-1260
Placement Testing	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 the case of an EMERGENCY, CALL 911**  
**Contact Safety & Security to inform them of the emergency and that assistance is needed. Coon Rapids: 763-438-9402 | Cambridge 763-438-9405**

## Academic Calendar 2022-2023

### Fall Semester 2022

First Day of Fall Semester	Monday, Aug. 22
Holiday Observed: College Closed/No Classes	Saturday, Sept. 3 to Monday, Sept. 5
No Classes	Thursday, Oct. 20 to Saturday, Oct. 22
Holiday Observed: College Closed/No Classes	Friday, Nov. 11
Holiday Observed: College Closed/No classes	Thursday, Nov. 24 to Saturday, Nov. 26
Last Day of Fall Semester	Friday, Dec. 16

### Spring Semester 2023

First Day of Spring Semester	Monday, Jan. 9
Holiday Observed: College Closed/No Classes	Saturday, Jan. 14 to Monday, Jan. 16
Holiday Observed: College Closed/No Classes	Saturday, Feb. 18 to Monday, Feb. 20
No Classes	Tuesday, Feb. 21
Spring Break: No Classes	Monday, March 13 to Saturday, March 18
Last Day of Spring Semester	Friday, May 12
Commencement	Friday, May 12

### Summer Semester 2023

First Day of Summer Session	Tuesday, May 30
Holiday Observed: College Closed/No Classes	Monday, June 19
Holiday Observed: College Closed/No Classes	Tuesday, July 4
Last Day of Summer Session	Friday, Aug. 4



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### Welcome to Anoka-Ramsey Community College!

We are thrilled you have chosen Anoka-Ramsey to pursue the next step in your academic career. A college education is a valuable investment, and in joining the Anoka-Ramsey community, you are taking an important step in advancing your future. Now is the time to discover what our college has to offer you!

With two campuses on the scenic banks of the Mississippi River and 40 miles north along the Rum River, Anoka-Ramsey has served both the Twin Cities' northwest metropolitan and East Central Minnesota communities and residents since 1965. As you will see in this catalog, our diverse program offerings provide opportunities for career growth and transferrable skills, no matter what personal or professional goals you aim to achieve. Anoka-Ramsey has a strong team of faculty and staff to support your journey here and to help you to be successful.

We are proud to have been 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 effective and innovative teaching and learning.

Our Strategic Plan guides all we do at Anoka-Ramsey Community College and reinforces our commitment to student success. Our faculty and staff are dedicated to promoting an inclusive environment that is welcoming and equitable for all. As a student, you can set yourself up for success by actively engaging with staff and connecting with faculty in your classrooms. I also encourage you to explore student life and development opportunities at the college, to meet other students, and to engage more deeply with your academic and career goals.

The alignment between Anoka-Ramsey Community College and Anoka Technical College provides opportunities for outreach and partnership, an additional resource for your educational needs.

Again, welcome, and thank you for choosing Anoka-Ramsey Community College. We congratulate you for taking action on your future, discovering what our college has to offer, and becoming a student today.

Sincerely,

A handwritten signature in black ink that reads "Kent Hanson". The signature is fluid and cursive, with the first name "Kent" and last name "Hanson" clearly legible.

Kent Hanson, Ph.D.  
President  
Anoka-Ramsey Community College  
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 almost 600 students. Since then, 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 2020-2021 academic year, 11,216 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 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, appreciation of diversity, and ethical decision making. All programs at Anoka-Ramsey emphasize experiences that promote learning in these four areas:

- **Critical Thinking:** Students will develop the logical and creative skills needed to gather, synthesize, apply and evaluate ideas from a variety of sources, including both qualitative and quantitative data; critical thinking skills are used by students to test ideas and guide actions.
- **Effective Communication:** Students will develop the ability to communicate clearly by integrating information with life experience, expressing insights, and engaging in the clear exchange of ideas and feelings with a variety of audiences for a variety of purposes using an appropriate medium; effective communication skills are used by students to develop and share insights with others.
- **Appreciation of Diversity:** Students will develop an appreciation for the benefits of diversity within society. They will also analyze the complex social dynamics that lead to oppression as well as the acceptance of diversity. These skills are used by students to better navigate and function in a diverse global community.
- **Ethical Decision Making:** Students will develop the ability to identify, discuss, and reflect upon the ethical dimensions and consequences of social, personal and professional decision making; ethical responsibility skills are used by students to promote responsible and productive citizenship.

## 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; and
- to promote the acceptance and respect for individuals in an atmosphere of caring for others.

## 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, [JNelson@anokatech.edu](mailto:JNelson@anokatech.edu) ..... 763-576-4054  
Office: CR-C149, Coon Rapids Campus

Mike Opoku, [Mike.Opoku@anokaramsey.edu](mailto:Mike.Opoku@anokaramsey.edu) ..... 763-433-1272  
Office: CR-C234, Coon Rapids Campus

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 for all.

### Accommodations for Disabilities

Office for Students with Disabilities ..... 763-433-1350

### Student Code of Conduct

Mike 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:

Mike Opoku ..... 763-433-1272

### Non-Life Threatening

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



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### Accreditation

Anoka-Ramsey Community College is accredited by the Higher Learning Commission (HLC), a Commission of the North Central Association of Colleges and Schools. The National Alliance of Concurrent Enrollment Partnerships (NACEP) accredits the Concurrent Enrollment Program. The Accreditation Council for Business Schools & Programs (ACBSP) nationally accredits the Business Associate of Science (AS) degree programs. The National Association of Schools of Music (NASM) accredits the Music Associate of Fine Arts (AFA) program. The Accreditation Commission for Education in Nursing (ACEN) accredits the Registered Nursing program. The Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association (APTA) nationally accredits the Physical Therapist Assistant Associate of Applied Science (AAS) program.

### 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 70 scholarships totaling more than \$70,000 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, a diploma, or complete the Minnesota Transfer Curriculum (MnTC) from Anoka-Ramsey must also request official transcripts be sent to the Records and Registration Office. Unofficial transcripts may be used to demonstrate prerequisite coursework.

Assessment and placement is required for all new students to assess skill levels in reading, English composition and mathematics. Information including academic history and test scores are used to determine appropriate course placement to promote student success in college.

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  
[ohe.state.mn.us/](http://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 documents to the Admissions Office:

- 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.



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### 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 3.0 or higher cumulative, unweighted GPA, and seniors must earn a 2.5 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 complete an online PSEO application, then submit the following to the Admissions Office:

- 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:

- 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.

Sophomore students are only eligible to enroll in one on campus career and technical course during their first semester. 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 Nursing, Physical Therapist Assistant, and Therapeutic Massage.

### 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. 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 application, submit secondary transcript and the Financial Responsibility Agreement, and meet the college level placement for English, Reading and Math. Students will also be expected to meet the pre-requisites of any courses they wish to enroll in.

### 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 be evaluated for course placement. The placement process is used to assess skill levels in the areas of reading, English composition and mathematics. Placement results are used to place students in appropriate courses.

#### Course placement may be determined by:

- Current Accuplacer, ACT, SAT, and MN Comprehensive Assessment (MCA) scores.
- Completion of college-level coursework from an accredited college or university.
- Valid High School GPA.
- Other criteria as determined by Anoka-Ramsey and the Minnesota State Colleges and Universities system.

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 other-



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wise determined through placement. Students who successfully complete ELL 0810 are required to take ELL 0870 the following semester unless otherwise determined through placement. If reading placement 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. Work with your advisor to ensure the correct sequence.

Students are also encouraged to register for the indicated courses immediately when 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 meet college placement requirements or if the student registers for a course at a level above their determined placement level. Course refunds may not be issued for inappropriate registration.

For a fee, students may retake the Accuplacer twice (per test section) within twelve (12) months of the first testing date regardless of where the test was administered.

Individuals will be given reasonable time and opportunity to review prior to placement testing. The college will provide review materials and cover material from the placement test. Materials will include a sample test. For additional information about placement, including our hours of operation, retests, or requests for testing accommodations, please contact Testing Services (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/course-schedule-and-descriptions](http://AnokaRamsey.edu/academics/course-schedule-and-descriptions) 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 password are necessary for online registration.

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 or in person at the Records and Registration Office. A StarID and password are necessary for online transactions.

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) goals completed at a transferring institution will be accepted as completing the same goals 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 and elective credits shall have no transfer time limit. Some programs/majors require certain courses to be taken within a specific time frame.

**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 earned.

**Repeated Transfer Courses:** The repeat policies of the transfer institution will be honored if the repeated courses are all taken at that institution. Otherwise, the best grade of a repeated transfer courses will be used.

**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 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.



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# 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** (only assigned to courses numbered below 1000, to Competency-Based Education courses, and to COVID-19 grading option for all 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 is 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 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, the best 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).

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

### 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: [AnokaRamsey.edu/about-us/policies-disclosures/policies-procedures/policy-3b7-academic-forgiveness/](http://AnokaRamsey.edu/about-us/policies-disclosures/policies-procedures/policy-3b7-academic-forgiveness/).

### Credit For Prior Learning

#### Advanced Placement Program (AP)

Advanced Placement (AP) 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](http://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.

#### 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.
- Print the college articulated credit program certificate in the presence of your advisor and submit it to the Records and Registration Office within the time limit specified on the certificate.

#### 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 a CLEP exam. 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: [clep.collegeboard.org/](http://clep.collegeboard.org/).

Also see: The Defense Activity for Non-Traditional Education Support (DSST) page 14.

#### Course-Specific Examinations

Students who demonstrate achievement in the content of a college-level course may be granted college credits through Anoka-Ramsey's 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 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 program for students 16–19 that leads to examinations in various subjects. IB diploma program students study six courses at a higher level or standard level. Students must choose one subject from each of the 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.



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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 [IBO.org](http://IBO.org).

### **Defense Activity for Non-Traditional Education Support (DSST)**

The Defense Activity for Non-Traditional Education Support (DSST) program sponsors more than 35 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. For more information, visit: [getcollegecredit.com](http://getcollegecredit.com).

### **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/](http://AnokaRamsey.edu/resources/forms/).

#### **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 Job Readiness Center Coordinator by calling the Information Center on either campus. The Coordinator assists students with investigation of local internship opportunities and preparation for internship applications. Additional internship information is available on the Job Readiness Services pages of the college website: [AnokaRamsey.edu/resources/job-readiness-services](http://AnokaRamsey.edu/resources/job-readiness-services).

### **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 of Educational Services.

Students who seek redress from application or interpretation of college rules and regulations should consult the Student Complaint/Grievance Procedure described online at:

[AnokaRamsey.edu/about-us/policies-disclosures/policies-procedures/procedure-3f211-student-complaints/](http://AnokaRamsey.edu/about-us/policies-disclosures/policies-procedures/procedure-3f211-student-complaints/).

### **Academic Transcripts**

The Records and Registration Office 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. Transcript fees are the following for each: \$5.25 by mail or \$6.25 electronic. See [getmytranscript.org](http://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) for free online by logging into their e-Services account: [AnokaRamsey.edu/resources/transfer/transfer-from-anoka-ramsey/](http://AnokaRamsey.edu/resources/transfer/transfer-from-anoka-ramsey/).



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## Program Completion Applications Information & Deadlines

### Program Completion Process:

Step 1: Submit an online Degree Application or Certificate/Diploma Application to the Records and Registration Office. If you have questions, please make an appointment with an advisor.

Step 2: Submit transcripts from other institutions or academic standard petitions to meet program requirements, if needed.

Step 3: Confirm your permanent mailing address and email address are current.

Students may choose to fulfill program requirements outlined in any single catalog under which they were enrolled, provided the catalog was in effect no more than four years preceding the date of completion. The student must complete all degree requirements under a single catalog.

### Degree Application

Students planning to earn an associate degree must submit a Degree Application to the Records and Registration Office. There is no charge for submitting the application. To ensure all necessary requirements are met and to avoid delays, we strongly suggest students follow the degree completion deadlines below. Timely application guarantees a degree review prior to the start of the following semester. Late applications will be accepted but not guaranteed to be processed that term. Degree Applications are due according to the following schedule:

Term of Degree Completion	Application Deadline
Fall .....	July 1
Spring .....	November 1
Summer .....	April 1

The Records and Registration Office will process Degree Applications received by the deadline date in the following manner:

Evaluate the student's academic record and communicate degree completion status via email. This will provide information to identify and schedule remaining course requirements during the final term of enrollment.

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

- Diplomas are issued and mailed at a later date.
- Students failing to meet degree requirements receive notice and must notify the Records and Registration Office when requirements will be met.

### Certificate/Diploma Application

Students planning to earn a certificate or diploma must submit a Certificate/Diploma Application to the Records and Registration Office. There is no charge for submitting the application. Applications must be submitted during the semester in which your certificate/diploma work is completed.

### Residency Requirement

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

### Commencement/Graduation Ceremony

A Commencement Ceremony to celebrate graduation is held on each campus at the end of each Spring Semester. Due to space constraints, we are unable to include Certificate and Diploma students in the Commencement/Graduation Ceremony at this time.

# 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/](http://AnokaRamsey.edu/cost-aid/tuition-fees/) for credit courses offered at Anoka-Ramsey Cambridge Campus and Coon Rapids Campus for 2022-2023.

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/Credit for Prior Learning (per credit) .....	\$75
Transcript fee (per issuance; official) .....	\$5.25 by mail; \$6.25 electronic (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, nursing, personality/interest inventory, physical education, or seminars. The latest course fees may be found at: [AnokaRamsey.edu/about-us/policies-disclosures/policies-procedures/policy-5g2-fees](http://AnokaRamsey.edu/about-us/policies-disclosures/policies-procedures/policy-5g2-fees).

## Payment Options:

1. Pay in full online, in person, or by mail. Anoka-Ramsey does not accept credit card payment by phone or via email.
  - 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
  - Please note: Do not send payment information via email as email is not a secure form of communication.
2. Enroll in 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



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### Registration Cancellation/ Drop for Non-Payment

**Don't lose classes for non-payment. Your registration may be canceled if payment requirements have not been met by the published due date.**

- Fall 2022 tuition due date is August 1, 2022
- Spring 2023 tuition due date is December 15, 2022
- Summer 2023 tuition due date is May 8, 2023

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 due to a balance owed that is greater than \$500.

### 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.



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### Return of Title IV Funds Policy

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

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

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

### 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, he/she 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, the Financial Aid Office 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 class 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.



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- 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 he/she 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 16 for enrollment definitions 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/](http://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), 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 Free Application for Federal Student Aid (FAFSA). 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 the Financial Aid Office.

**College Foundation Scholarships:** The foundations of both campuses award over \$200,000 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 vary based on campus location.

Scholarship application forms and brochures can also be found online at [AnokaRamsey.edu/cost-aid/scholarships-loans-grants/scholarships/](http://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/](http://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.



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# Student Services

## Academic Advising Services

The mission of the Anoka-Ramsey Academic Advising Office is to empower students to actively seek out resources to successfully complete their educational goals. Academic Advising provides a safe and respectful environment to collaborate with students on course selection, understanding degree requirements, and preparing for degree completion or credit transfer to other academic institutions. Each student receives an assigned academic advisor, typically based on degree program.

## 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.

## Business Office

The Business Office processes tuition and fees payments and distributes financial aid, grants, loans, and scholarship monies.

## Campus Store

The Campus Store carries new and used textbooks, supplies, software, clothing, gifts and other gear, and offers rental and eBooks options. Students may order textbooks online by visiting:

[AnokaRamsey.edu/resources/bookstore/](http://AnokaRamsey.edu/resources/bookstore/). Please refer to the college website for information on the book charge policy, book return policy, and book buy-back services.

## Child Care Assistance

Funds are available under the Post-Secondary Childcare Grant Program. For an application and additional information, visit: [AnokaRamsey.edu/resources/forms/](http://AnokaRamsey.edu/resources/forms/).

## Counseling Services

Counseling offers students the opportunity to make realistic career decisions and get support for their personal concerns.

### Career Counseling

Career Counseling helps individuals make decisions about career choices by evaluating one's interests, values, and abilities, and how they relate to college programs and career choices. Counselors are here to help individuals explore options, figure out what careers might be the best fit for them, and develop a career plan.

### Career Exploration Classes

Counselors offer two different Career Exploration classes: CAOR 1100 which is focused on self-exploration and occupational research, and CAOR 1102 which is focused on self-exploration, occupational research, and job search strategies.

### Personal Counseling

Personal counseling helps students who are experiencing a personal concern that makes concentrating on coursework difficult, life/work balance, and/or those who suffer from symptoms of stress, depression or anxiety. Counselors support students in resolving personal issues related to academic success.

## Diversity & Multiculturalism

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

### The Diversity & Multiculturalism Office provides:

- co-curricular initiatives that add to students' experiences and leadership.
- advocacy on behalf of students.



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- 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 Cultural Center on the Coon Rapids campus, Rm SC178B. For more information, visit:

[AnokaRamsey.edu/campus-life/diversity-inclusion/office-of-diversity-multiculturalism/](http://AnokaRamsey.edu/campus-life/diversity-inclusion/office-of-diversity-multiculturalism/).

### 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 with 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 16.

### Job Readiness Services

Job Readiness Services are available on both campuses. The office supports students in developing job search skills, and advertises local employment, internship, and volunteer 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 visit: [AnokaRamsey.edu/resources/job-readiness-services](http://AnokaRamsey.edu/resources/job-readiness-services).

Job Readiness Services provides information and training on:

- resume writing strategies and resume critique.
- interviewing and application tips.
- networking strategies.
- Internet job-search techniques.
- labor market information.
- miscellaneous job search information.

### 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. Services are accessible through the bar code number found on your ARCC Student Photo ID card.

### 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 are paired with an academic advisor and have the opportunity to meet one-on-one 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 by appointment, or support questions may be submitted on the web through Ask Us.

### Office of Information Technology (OIT)

Anoka-Ramsey offers a variety of technology services to ensure students have access to the technology resources for their studies. In addition to open computer labs at both campuses, the Office of Information Technology (OIT) also provides loaner laptops for academic use, Technology Tutors who provide instruction and support for technology tools like D2L, Zoom, Office 365 (including Email, OneDrive, Word, Excel, PowerPoint), as well as other learning applications, and 'just-in-time' technology support.

All students registered for credit coursework are assigned an official college email account, which is the primary method of communication. Students are responsible for information, notices, and deadlines disseminated through college email. For more information on OIT services, go to <https://services.AnokaRamsey.edu>.

### 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, go to [AnokaRamsey.edu/osd](http://AnokaRamsey.edu/osd), or call 763-433-1350 or Access MN Relay at 1-800-627-3529.



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### Online Services

Students may access many online services and programs that are offered at: [AnokaRamsey.edu/](http://AnokaRamsey.edu/). With a StarID and a password, 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.

### Post Traditional Students

The Post Traditional advising office serves adult learners who may be returning or new to college. Assistance is provided in answering questions about how to navigate the academic system, what resources are available for students on and off campus, information on how to apply past work experiences, skills and competencies to Credit for Prior Learning (CPL), connection to resources, and assistance on planning your academic schedule. Make plans to visit with the Post Traditional Student Advisor today.

### Records & Registration

The Records and Registration Office processes registration and transfer transactions, transfer and program completion evaluations, and maintains permanent student records. Students are encouraged to keep records current.

### Testing Services

Testing Services on both campuses serve students by providing course placement services, instructor (make-up) testing and testing accommodations.

### TRIO Student Support Services Program

TRIO Student Support Services (SSS) is designed to provide a positive and supportive 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 program completion, transfer, and the financial aid application process. For more information contact the TRIO/SSS office, visit: [AnokaRamsey.edu/resources/trio-programs/](http://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 subjects on the Cambridge Campus, the Coon Rapids Campus, and online. In-person tutoring is available on a drop-in basis or by appointment. Online and in-person appointments can be made by logging into [TutorTrac](#) on the [Tutoring Services](#) webpage. Professional staff tutoring is available in business, chemistry, mathematics, and writing.

Each ASC provides on-site computers, handouts, and other resources for student use, as well as workshops and study groups. The Minnesota State system also provides access to [Tutor.com](#), a third-party, online service that offers 24/7 tutoring support; students have 15 hours per academic year, paid for by the System Office. Students can access [Tutor.com](#) through their D2L Brightspace account.

The Math Skills Center on the Coon Rapids Campus offers free peer and professional tutoring services for students taking MATH 0080, 0230, 0240, 0250, 1100, 1200, medical dosage calculations, and Accuplacer prep.

### 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. For more information call 763-433-1230.



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# Student Life Programs

CC = Cambridge Campus, CR = Coon Rapids Campus

For more information about student programming or clubs, visit: [AnokaRamsey.edu/campus-life](http://AnokaRamsey.edu/campus-life) or contact the Student Activities office at 763-433-1320.

## Clubs & Organizations

- Adult Transition Club (CR)
- Anime Association (CR)
- Art Club (CR)
- Business Professionals of America (BPA) (CR)
- Ceramic Guild (CR)
- Chi Alpha Club (CR)
- Club Hockey (CR)
- Creative Writing Club (CR)
- Engineering & Physics Club (CR)
- Gender-Sexuality Alliance (GSA)(CC)
- Hmong Club (CR)
- Latinx Club (CR)
- Math Club (CR)
- Math Team (CR)
- Moderately Ethical Hackers (CR)
- Multicultural Club (CR)
- Muslim Student Association (CR)
- PSEO Student Association (CC/CR)
- Psychology Club (CC/CR)
- Queer-Trans Union (QTU) (CR)
- STEM for All (CR)
- Student Nurses Association (SNA) (CC/CR)
- Students for Life (CR)
- Sustainability Club (CR)
- Swing Dance Club (CR)
- Theatre Club (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 for some sports)

### 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)   | • Flag Football (CR)  |
| • Basketball (CR)  | • Fun Run/Walk (CR)   |
| • Club Hockey (CR) | • Futsal (CR)         |
| • Cornhole (CR)    | • Open Gym (CR)       |
| • Disc Golf (CR)   | • Sand Volleyball(CR) |
| • Dodgeball (CR)   | • Volleyball (CR)     |

## Student Leadership Opportunities

- Phi Theta Kappa Honor Society (PTK)(CC/CR)
- Student Senate (CC/CR)

## Music & Theatre

(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

- The Rapids Review (CR)
- The 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/](https://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](http://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, expand the college's ability to service client needs, and contribute 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](http://ProWorkTraining.com) or [AnokaTech.edu/ProWorkTraining.aspx](http://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.



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# Degree, Certificate & Diploma 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 trial; a student may be disillusioned in one area but successful in another.

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

### Assessment of Student Learning

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

### Catalog Applying to a Student's Program Completion

Students may choose to fulfill program requirements outlined in any single catalog under which they were enrolled, provided the catalog was in effect no more than four years preceding the date of completion. The student must complete all degree requirements under a single catalog. Students must submit a Degree Application and/or Certificate/Diploma Application to ensure a degree/certificate/diploma is posted on their transcript. See Program Completion Applications Information & Deadlines on page 15 for more information.



## Degrees, Certificates & Diploma

Anoka-Ramsey Community College offers the following degrees:

- **Associate of Arts (AA)**
- **Associate of Applied Science (AAS)**
- **Associate of Fine Arts (AFA)**
- **Associate of Science (AS)**

Anoka-Ramsey also offers several certificates and a diploma.

### 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. 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 31. Students are strongly encouraged to develop an educational plan with their assigned 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.
- Completion of specific degree requirements.
- To receive your diploma, you must apply to graduate.

#### Specific Degree Requirements

See individual AA guide sheets beginning on page 38.

### Associate of Arts Degrees

- Associate of Arts in Liberal Arts & Sciences
- Communication Studies Transfer Pathway
- English Transfer Pathway
- Mass Communication Transfer Pathway
- Political Science Transfer Pathway
- Psychology Transfer Pathway
- Sociology Transfer Pathway
- Spanish Transfer Pathway

### 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.
- 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 AAS Degrees

- Accounting Practitioner
- Business: Management/Marketing Emphasis
- Business: Workplace & Office Technology Emphasis
- 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, and 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.
- 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 57.

### Associate of Fine Arts Degrees

- Art Transfer Pathway
- Creative Writing
- Music
- Theatre Transfer Pathway

## 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.
- 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 Transfer Pathway
- Alcohol & Drug Counseling Studies
- Applied Engineering Technology–  
Biomedical Design & Manufacturing
- Biology Transfer Pathway
- Biomedical Technology
- Business, Industry & Technology
- Business Transfer Pathway
- Chemistry Transfer Pathway
- Computer Networking
- Computer Science Transfer Pathway
- Cybersecurity
- Elementary Education Foundations Transfer Pathway
- Engineering
- Environmental Science
- Exercise Science Transfer Pathway
- Health Sciences (Broad Field)
- Human Resource Management
- Integrative Health & Healing
- Integrative Health & Wellness Coaching
- Nursing (MANE)
- Pharmacy Technician
- Public & Community Health
- Sales Management
- Special Education Transfer Pathway

## Certificate & Diploma Programs

Certificate and diploma programs, offered in several career fields, are designed to increase students' knowledge and skills in a specific area/discipline. Certificates are awarded for completion of 9-30 credits of coursework and may have an occupational outcome or address a focused area of study. Diplomas are awarded for completion of 31-72 credits of coursework and prepare students for immediate employment. Many courses within a certificate or diploma program may apply toward an AS or AAS degree in the discipline. See individual program certificate and diploma guide sheets beginning on page 103.

### Certificates:

- Administrative Specialist
- Alcohol & Drug Counseling
- Athletic Coaching
- Biomedical Core
- Biomedical Technology
- Business Communication
- Business Computer Applications
- Business Crisis & Emergency Management
- Business Generalist
- Clinical Research Professional
- Computer Network Security
- Computer Programming
- Creative Writing
- Entrepreneurship
- Fitness Specialist
- Global Studies
- Integrative Health & Healing
- Integrative Health & Wellness Coaching
- International Business
- IT Support Specialist
- Network Support & Admin
- Pharmacy Technician
- Retail Management
- Small Business Accounting
- Social Media Marketing
- Sustainability

### Diploma: Therapeutic Massage

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



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# 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:
  - [mntransfer.org/](http://mntransfer.org/)
  - [transferology.com/index.htm](http://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 University's Office of Admissions.

### 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 and Professional Studies (CCAPS), 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 Resources

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. [AnokaRamsey.edu/resources/transfer/](https://www.anokaramsey.edu/resources/transfer/).

### 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-diplomas-certificates/bachelorgraduate-degrees/](https://www.anokaramsey.edu/academics/degrees-diplomas-certificates/bachelorgraduate-degrees/).

### Programs

#### Business

(Coon Rapids Campus)

- BS degree program by St. Cloud State University/Herberger Business School

#### 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

#### Nursing MANE BSN RN

(Cambridge or Coon Rapids Campus)

- Dual enrollment

#### Mechanical Engineering

(Coon Rapids Campus; Hyflex)

- BS degree program in Mechanical Engineering by St. Cloud University

#### Nursing

(Cambridge Campus)

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

#### Software Engineering

(Coon Rapids Campus; Hyflex)

- BS degree program in Software Engineering by St. Cloud University

#### Special Education

(Cambridge Campus)

- BES degree program in Special Education ABS (Academic Behavior Strategist) by St. Cloud State University

#### Teacher Education K-8 License (DLITE)

(Coon Rapids Campus)

- BS degree program in Elementary Education by Bemidji State University



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# 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.

**Please note:** 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/resources/transfer/mntc](http://AnokaRamsey.edu/resources/transfer/mntc).



# Minnesota Transfer Curriculum (MnTC)

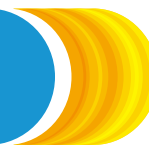
The Minnesota Transfer Curriculum (MnTC) is an agreement between Anoka-Ramsey Community College, Minnesota State schools, and the University of Minnesota. The MnTC will transfer as a "package" to any Minnesota State school, the University of Minnesota system, and some private schools upon completion 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 1121<sup>2</sup>) 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.		
<b>A. Written (one course required):</b> ENGL 1120 <sup>2</sup> <i>Cross-Current College Writing and Critical Reading</i> (4) ENGL 1121 <sup>2</sup> <i>College Writing and Critical Reading</i> (4)	<b>B. Oral (one course required):</b> CMST 1110 <sup>2</sup> <i>Introduction to Communication</i> (3) CMST 2215 <sup>2</sup> <i>Public Speaking</i> (3) CMST 2220 <sup>7</sup> <i>Interpersonal Communication</i> (3)	<b>C. Other (no course required, but counts toward 40 credits):</b> CMST 2251 <sup>2</sup> <i>Small Group Communication</i> (3) ENGL 1104 <sup>2</sup> <i>Technical Writing</i> (3) ENGL 2241 <sup>6</sup> <i>Introduction to Creative Writing</i> (3) ENGL 2251 <sup>6</sup> <i>Creative Writing for Stage and Screen</i> (3) ENGL 2261 <sup>6</sup> <i>Creative Nonfiction Writing</i> (3) ENGL 2262 <sup>6</sup> <i>Poetry Writing</i> (3) ENGL 2263 <sup>6</sup> <i>Fiction Writing</i> (3) ENGL 2271 <sup>6</sup> <i>Creative Writing for Children and Young Adults</i> (3) MCOM 1151 <i>Principles of Public Relations</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 <sup>3</sup> /NATS 1171 <sup>3</sup> <i>Seminar in the Biological Sciences</i> (3) CHEM 1061 <sup>3</sup> <i>Principles of Chemistry I</i> (4) CHEM 1062 <sup>3</sup> <i>Principles of Chemistry II</i> (4) CMST 1100 <sup>9</sup> /MCOM 1100 <sup>9</sup> <i>Introduction to Mass Communication</i> (3) CMST 1110 <sup>1</sup> <i>Introduction to Communication</i> (3) CMST 2215 <sup>1</sup> <i>Public Speaking</i> (3) CMST 2251 <sup>1</sup> <i>Small Group Communication</i> (3) ECON 1100 <sup>5</sup> <i>Introduction to the American Economy</i> (3) ECON 2205 <sup>5</sup> <i>Principles of Macroeconomics</i> (3) ECON 2206 <sup>5</sup> <i>Principles of Microeconomics</i> (3) ENGL 1104 <sup>1</sup> <i>Technical Writing</i> (3) ENGL 1120 <sup>1</sup> <i>Cross-Current College Writing and Critical Reading</i> (4) ENGL 1121 <sup>1</sup> <i>College Writing and Critical Reading</i> (4) HIST 1141 <sup>5</sup> <i>Ancient and Medieval World History</i> (4) HIST 2262 <sup>5</sup> <i>History of Britain in the Middle Ages</i> (3) HIST 2282 <sup>5</sup> <i>Warfare in the Ancient and Medieval World</i> (3) HUM 1103 <sup>6</sup> <i>Introduction to Film Studies</i> (3) INTS 1000 <i>First-Year Experience</i> (2) MCOM 1100 <sup>9</sup> /CMST 1100 <sup>9</sup> <i>Introduction to Mass Communication</i> (3)	NATS 1171 <sup>3</sup> /BIOL 1171 <sup>3</sup> <i>Seminar in the Biological Sciences</i> (3) PHIL 1101 <sup>6</sup> <i>Introduction to Philosophy</i> (3) PHIL 1105 <sup>4</sup> <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 <sup>7</sup> <i>Understanding Autism Spectrum Disorders</i> (2) PSYC 2110 <sup>5</sup> <i>Introduction to Research Methods</i> (3) PSYC 2257 <sup>9</sup> <i>Psychology and the Media</i> (3) PSYC 2260 <sup>5</sup> /SOC 2260 <sup>5</sup> <i>Social Psychology</i> (3) PSYC 2265 <i>Educational Psychology</i> (3) PSYC 2270 <sup>5</sup> <i>Theories of Personality</i> (3) PSYC 2280 <sup>5</sup> <i>Statistics for the Behavioral Sciences</i> (4) PSYC 2285 <sup>5</sup> <i>Introduction to Forensic Psychology</i> (3) PSYC 2360 <sup>5</sup> <i>Industrial-Organizational Psychology</i> (3) SOC 1111 <sup>5</sup> <i>General Sociology</i> (3) SOC 2221 <sup>9</sup> <i>Social Problems</i> (3) SOC 2260 <sup>5</sup> /PSYC 2260 <sup>5</sup> <i>Social Psychology</i> (3) STSK 1102 <i>How to Study and Think Critically</i> (2) THTR 1101 <sup>6</sup> <i>Introduction to the Theatre</i> (3)	
Goal 3: Natural Sciences. Two courses required: one from each of two departments. One of these must have a lab. Lab is denoted with an asterisk (*).		
BIOL 1100* <i>Unifying Concepts in Biology</i> (4) BIOL 1103 <sup>10</sup> <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 <sup>7</sup> /WGST 1108 <sup>7</sup> <i>Biology of Women</i> (3) BIOL 1110 <sup>9</sup> * <i>Field Biology</i> (3) BIOL 1133* <i>Environment Science Lab (1) [Formerly BIOL 1103L]</i> BIOL 1171 <sup>2</sup> /NATS 1171 <sup>2</sup> <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)	CHEM 1020* <i>Interpretive Chemistry</i> (4) CHEM 1050* <i>Fundamentals of General, Organic, and Biological Chemistry</i> (3) CHEM 1061 <sup>2</sup> * <i>Principles of Chemistry I</i> (4) CHEM 1062 <sup>2</sup> * <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) NATS 1171 <sup>2</sup> /BIOL 1171 <sup>2</sup> <i>Seminar in the Biological Sciences</i> (3) 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) WGST 1108 <sup>7</sup> /BIOL 1108 <sup>7</sup> <i>Biology of Women</i> (3)	



# Minnesota Transfer Curriculum (MnTC)

Goal 4: Mathematical / Logical Reasoning. One course required.			
MATH 1100	Mathematics for Liberal Arts (3)	MATH 1310	Survey of Calculus (3)
MATH 1114	Introduction to Statistics (4)	MATH 1400	Calculus I (5)
MATH 1121	Mathematics for Educational Arts (4)	MATH 1401	Calculus II (5)
MATH 1200	College Algebra (3)	MATH 2230	Probability and Statistics (4)
MATH 1201	College Algebra II and Trigonometry (4)	PHIL 1105 <sup>2</sup>	Introduction to Logic and Critical Reasoning (3)
MATH 1210	Pre-Calculus (5)		
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:	
ANTH 1110 <sup>10</sup>	Introduction to Sustainability (3)	ANTH 2201 <sup>8</sup>	Introduction to Cultural Anthropology (3)
ECON 1100 <sup>2</sup>	Introduction to the American Economy (3)	ANTH 2202 <sup>10</sup>	Introduction to Physical Anthropology (3)
ECON 2205 <sup>2</sup>	Principles of Macroeconomics (3)	ANTH 2251 <sup>10</sup>	Environmental Anthropology (3)
ECON 2206 <sup>2</sup>	Principles of Microeconomics (3)	ANTH 2261 <sup>8</sup>	Principles of Archaeology (3)
GEOG 1101 <sup>10</sup>	Geography of the United States (3)	INTS 1200 <sup>7</sup>	Introduction to Diversity Studies (3)
GEOG 1102 <sup>8</sup>	Introduction to Human Geography (3)	PSYC 1108	Death and Dying (3)
GEOG 1103 <sup>10</sup>	Physical Geography (3)	PSYC 1110 <sup>7</sup>	General Psychology (4)
GEOG 1106 <sup>8</sup>	World Regional Geography (3)	PSYC 1145	Positive Psychology: The Study of Happiness and Well-Being (3)
GEOG 1108 <sup>10</sup>	Minnesota Geography (3)	PSYC 2110 <sup>2</sup>	Introduction to Research Methods (3)
GEOG 1110 <sup>10</sup>	Introduction to Sustainability (3)	PSYC 2120 <sup>7</sup>	Psychology of Women (3)
		PSYC 2215 <sup>8</sup>	Child and Adolescent Development (3)
		PSYC 2235 <sup>8</sup>	Lifespan Development (4)
		PSYC 2250 <sup>9</sup>	Abnormal Psychology (3)
		PSYC 2260 <sup>2</sup>	Social Psychology (3)
		PSYC 2270 <sup>2</sup>	Theories of Personality (3)
		PSYC 2280 <sup>2</sup>	Statistics for the Behavioral Sciences (4)
		PSYC 2285 <sup>2</sup>	Introduction to Forensic Psychology (3)
		PSYC 2360 <sup>2</sup>	Industrial-Organizational Psychology (3)
		PSYC 2370 <sup>8</sup>	Cross-Cultural Psychology (3)
		SOC 1102 <sup>7</sup>	Relationships, Marriage, and Family (3)
		SOC 1104 <sup>7</sup>	Human Sexuality in Society (3)
		SOC 1108	Death and Dying (3)
		SOC 1111 <sup>2</sup>	General Sociology (3)
		SOC 1145 <sup>7</sup>	Gender in Society (3)
		SOC 1200 <sup>7</sup>	Introduction to Diversity Studies (3)
		SOC 2207 <sup>7</sup>	Sociology of Power (3)
		SOC 2260 <sup>2</sup>	Social Psychology (3)
		SOC 2261 <sup>9</sup>	Introduction to Crime and Criminology (3)
		WGST 1145 <sup>7</sup>	Gender in Society (3)
		WGST 2120 <sup>7</sup>	Psychology of Women (3)
C. History / Political Science:			
HIST 1101	Minnesota History (3)		
HIST 1103 <sup>8</sup>	Contemporary World History (3)		
HIST 1110 <sup>8</sup>	World War II (3)		
HIST 1111 <sup>8</sup>	Modern World Civilizations I: 1500-1870 (4)		
HIST 1121 <sup>8</sup>	Modern World Civilizations II: 1870 to the Present (4)		
HIST 1141 <sup>2</sup>	Ancient and Medieval World History (4)		
HIST 1160 <sup>8</sup>	History of Africa (4)		
HIST 2211 <sup>9</sup>	U.S. History I (4)		
HIST 2221 <sup>9</sup>	U.S. History II (4)		
HIST 2242 <sup>7</sup>	History of Women in Modern America (3)		
HIST 2262 <sup>2</sup>	History of Britain in the Middle Ages (3)		
HIST 2280 <sup>7</sup>	History of Immigration and Ethnicity in the United States (4)		
HIST 2282 <sup>2</sup>	Warfare in the Ancient and Medieval World (3)		
POLS 1111 <sup>9</sup>	American Politics and Government (3)		
POLS 1121 <sup>9</sup>	State and Local Politics and Government (3)		
POLS 1131 <sup>8</sup>	World Politics (3)		
POLS 1141 <sup>10</sup>	Environmental Politics (3)		
POLS 2202 <sup>7</sup>	Public Issues (3)		
POLS 2225 <sup>9</sup>	Constitutional Law (3)		
POLS 2245 <sup>9</sup>	Political Ideas and Ideologies (3)		
WGST 2242 <sup>7</sup>	History of Women in Modern America (3)		



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

A. Literature:	B. Humanities / Philosophy:	C. Art / Music / Theatre:
ENGL 2202 <sup>7</sup> <i>Introduction to Literary Studies</i> (3) ENGL 2203 <sup>7</sup> <i>The Novel</i> (3) ENGL 2204 <sup>7</sup> <i>Short Stories</i> (3) ENGL 2207 <sup>7</sup> <i>Drama</i> (3) ENGL 2208 <sup>7</sup> <i>Poetry</i> (3) ENGL 2209 <sup>7</sup> <i>Children's Literature</i> (3) ENGL 2210 <sup>8</sup> <i>Global Literature</i> (3) ENGL 2220 <i>British Literature to 1800</i> (3) ENGL 2225 <i>British Literature Since 1800</i> (3) ENGL 2230 <sup>7</sup> <i>American Literature to 1865</i> (3) ENGL 2235 <sup>7</sup> <i>American Literature Since 1865</i> (3) ENGL 2241 <sup>1</sup> <i>Introduction to Creative Writing</i> (3) ENGL 2251 <sup>1</sup> <i>Creative Writing for Stage and Screen</i> (3)  ENGL 2261 <sup>1</sup> <i>Creative Nonfiction Writing</i> (3) ENGL 2262 <sup>1</sup> <i>Poetry Writing</i> (3) ENGL 2263 <sup>1</sup> <i>Fiction Writing</i> (3) ENGL 2271 <sup>1</sup> <i>Creative Writing for Children and Young Adults</i> (3)	FREN 1111 <sup>8</sup> <i>Introduction to French Culture</i> (3) GERM 1111 <sup>8</sup> <i>Introduction to German Culture</i> (3) HUM 1103 <sup>2</sup> <i>Introduction to Film Studies</i> (3) HUM 1111 <sup>8</sup> <i>Spanish and Latin American Culture: Pre-Columbian Civilizations</i> (3)  HUM 1112 <sup>8</sup> <i>Spanish and Latin American Culture: Conquest to present</i> (3) HUM 1141 <sup>8</sup> <i>Humanities in the Age of Enlightenment</i> (3) HUM 1151 <sup>8</sup> <i>Humanities in the Era of Romanticism and Realism</i> (3) HUM 1161 <sup>8</sup> <i>Humanities in the Modern to Postmodern World</i> (3) HUM 1171 <sup>8</sup> <i>Seminar in Humanities</i> (3) HUM 1211 <sup>8</sup> <i>Introduction to German Culture</i> (3) HUM 1311 <sup>8</sup> <i>Introduction to French Culture</i> (3) HUM 1611 <sup>8</sup> <i>Arab History and Cultures</i> (3) HUM 2231 <sup>8</sup> <i>Introduction to Africa</i> (3) HUM 2232 <sup>7</sup> <i>Women in Western Civilization</i> (3) HUM 2233 <sup>7</sup> <i>Women in American Culture</i> (3) HUM 2234 <sup>8</sup> <i>Women in a Global Perspective</i> (3) HUM 2241 <sup>8</sup> <i>Heritage of the Western World: Greek World</i> (3)  HUM 2251 <sup>8</sup> <i>Heritage of the Western World: Rome and Christianity</i> (3) HUM 2261 <sup>8</sup> <i>Heritage of the Western World: Medieval World</i> (3) HUM 2271 <sup>8</sup> <i>Heritage of the Western World: Renaissance and Reformation</i> (3) PHIL 1101 <sup>2</sup> <i>Introduction to Philosophy</i> (3) PHIL 1110 <sup>9</sup> <i>Introduction to Ethics</i> (3) PHIL 1115 <sup>8</sup> <i>Comparative World Religions</i> (3) PHIL 1200 <sup>9</sup> <i>Medical Ethics</i> (3) SPAN 1111 <sup>8</sup> <i>Spanish and Latin American Culture: Pre-Columbian Civilizations</i> (3)  SPAN 1112 <sup>8</sup> <i>Spanish and Latin American Culture: Conquest to present</i> (3) WGST 2233 <sup>7</sup> <i>Women in American Culture</i> (3) WGST 2234 <sup>8</sup> <i>Women in a Global Perspective</i> (3)	ART 1100 <sup>8</sup> <i>Introduction to Art</i> (3) ART 1107 <sup>8</sup> <i>Art History I</i> (3) ART 1108 <sup>8</sup> <i>Art History II</i> (3) ART 1115 <i>Foundation Design I: 2 Dimensional Design</i> (3)  ART 1116 <i>Design II: Color Theory</i> (3) ART 1117 <i>Foundation Design II: 3 Dimensional 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>Foundation Drawing I</i> (3) ART 1142 <i>Foundation 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>Introduction to Graphic Design</i> (3) ART 1155 <i>Introduction to Digital Photography</i> (3) ART 1161 <i>Introduction to Sculpture</i> (3) ART 1162 <i>Sculpture II</i> (3) ART 1165 <i>Introduction to Black and White Film Photography</i> (3) ART 1166 <i>Photography II</i> (3) ART 1170 <i>Foundation Digital Imaging I: Photoshop</i> (3)  ART 1172 <i>New Media Design I</i> (3) ART 1241 <i>Introduction to Painting</i> (3) ART 1242 <i>Painting II</i> (3) ART 1251 <i>Introduction to Ceramics</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 <sup>7</sup> <i>Rock and Roll History</i> (3) MUSC 1111 <sup>7</sup> <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 <sup>8</sup> <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>Women's Chorale</i> (1) MUSC 2135 <i>Music Therapy, Techniques and Materials</i> (2-3)  MUSC 2201 <sup>8</sup> <i>Music History and Literature I</i> (3) MUSC 2202 <sup>8</sup> <i>Music History and Literature II</i> (3) THTR 1101 <sup>2</sup> <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 <sup>3</sup> <i>Biology of Women</i> (3)	GERM 1101 <sup>8</sup> <i>Beginning German Language and Culture I</i> (5)	PSYC 1110 <sup>5</sup> <i>General Psychology</i> (4)
CMST 2210 <sup>8</sup> <i>Intercultural Communication</i> (3)	GERM 1102 <sup>8</sup> <i>Beginning German Language and Culture II</i> (5)	PSYC 1135 <sup>2</sup> <i>Understanding Autism Spectrum Disorders</i> (2)
CMST 2220 <sup>1</sup> <i>Interpersonal Communication</i> (3)	GERM 2201 <sup>8</sup> <i>Intermediate German Language and Culture I</i> (4)	PSYC 2120 <sup>5</sup> <i>Psychology of Women</i> (3)
ENGL 2202 <sup>6</sup> <i>Introduction to Literary Studies</i> (3)	GERM 2202 <sup>8</sup> <i>Intermediate German Language and Culture II</i> (4)	SOC 1102 <sup>5</sup> <i>Relationships, Marriage, and Family</i> (3)
ENGL 2203 <sup>6</sup> <i>The Novel</i> (3)	HIST 2240 <sup>9</sup> <i>America in the Vietnam Era</i> (3)	SOC 1104 <sup>5</sup> <i>Human Sexuality in Society</i> (3)
ENGL 2204 <sup>6</sup> <i>Short Stories</i> (3)	HIST 2242 <sup>5</sup> <i>History of Women in Modern America</i> (3)	SOC 1145 <sup>5</sup> <i>Gender in Society</i> (3)
ENGL 2207 <sup>6</sup> <i>Drama</i> (3)	HIST 2280 <sup>5</sup> <i>History of Immigration and Ethnicity in the United States</i> (4)	SOC 1200 <sup>5</sup> <i>Introduction to Diversity Studies</i> (3)
ENGL 2208 <sup>6</sup> <i>Poetry</i> (3)	HUM 2232 <sup>6</sup> <i>Women in Western Civilization</i> (3)	SOC 2207 <sup>5</sup> <i>Sociology of Power</i> (3)
ENGL 2209 <sup>6</sup> <i>Children's Literature</i> (3)	HUM 2233 <sup>6</sup> <i>Women in American Culture</i> (3)	SPAN 1101 <sup>8</sup> <i>Beginning Spanish Language and Culture I</i> (5)
ENGL 2230 <sup>6</sup> <i>American Literature to 1865</i> (3)	INTS 1200 <sup>5</sup> <i>Introduction to Diversity Studies</i> (3)	SPAN 1102 <sup>8</sup> <i>Beginning Spanish Language and Culture II</i> (5)
ENGL 2235 <sup>6</sup> <i>American Literature Since 1865</i> (3)	MUSC 1101 <sup>8</sup> <i>Introduction to World Music</i> (3)	SPAN 2201 <sup>8</sup> <i>Intermediate Spanish Language and Culture I</i> (4)
FREN 1101 <sup>8</sup> <i>Beginning French Language and Culture I</i> (5)	MUSC 1110 <sup>6</sup> <i>Rock and Roll History</i> (3)	SPAN 2202 <sup>8</sup> <i>Intermediate Spanish Language and Culture II</i> (4)
FREN 1102 <sup>8</sup> <i>Beginning French Language and Culture II</i> (5)	MUSC 1111 <sup>6</sup> <i>Jazz History</i> (3)	WGST 1108 <sup>3</sup> <i>Biology of Women</i> (3)
FREN 2201 <sup>8</sup> <i>Intermediate French Language and Culture I</i> (4)	POLS 2202 <sup>5</sup> <i>Public Issues</i> (3)	WGST 1145 <sup>5</sup> <i>Gender in Society</i> (3)
FREN 2202 <sup>8</sup> <i>Intermediate French Language and Culture II</i> (4)		WGST 2120 <sup>5</sup> <i>Psychology of Women</i> (3)
		WGST 2233 <sup>6</sup> <i>Women in American Culture</i> (3)
		WGST 2242 <sup>5</sup> <i>History of Women in Modern America</i> (3)

## Goal 8: Global Perspective. One course required.

ANTH 2201 <sup>5</sup> <i>Introduction to Cultural Anthropology</i> (3)	HIST 1103 <sup>5</sup> <i>Contemporary World History</i> (3)	MUSC 1101 <sup>7</sup> <i>Introduction to World Music</i> (3)
ANTH 2261 <sup>5</sup> <i>Principles of Archaeology</i> (3)	HIST 1110 <sup>5</sup> <i>World War II</i> (3)	MUSC 1145 <sup>5</sup> <i>World Drumming Ensemble</i> (1)
ART 1100 <sup>6</sup> <i>Introduction to Art</i> (3)	HIST 1111 <sup>5</sup> <i>Modern World Civilizations I: 1500-1870</i> (4)	MUSC 2201 <sup>6</sup> <i>Music History and Literature I</i> (3)
ART 1107 <sup>6</sup> <i>Art History I</i> (3)	HIST 1121 <sup>5</sup> <i>Modern World Civilizations II: 1870 to the Present</i> (4)	MUSC 2202 <sup>6</sup> <i>Music History and Literature II</i> (3)
ART 1108 <sup>6</sup> <i>Art History II</i> (3)	HIST 1160 <sup>5</sup> <i>History of Africa</i> (4)	PHIL 1115 <sup>6</sup> <i>Comparative World Religions</i> (3)
ASL 1101 <i>American Sign Language and Culture I</i> (4)	HUM 1111 <sup>6</sup> <i>Spanish and Latin American Culture: Pre-Columbian Civilizations</i> (3)	PHIL 1180 <sup>9</sup> <i>Introduction to Social and Political Philosophy</i> (3)
ASL 1102 <i>American Sign Language and Culture II</i> (4)	HUM 1112 <sup>6</sup> <i>Spanish and Latin American Culture: Conquest to present</i> (3)	POLS 1131 <sup>5</sup> <i>World Politics</i> (3)
ASL 2201 <i>American Sign Language and Culture III</i> (4)	HUM 1141 <sup>6</sup> <i>Humanities in the Age of Enlightenment</i> (3)	PSYC 2215 <sup>5</sup> <i>Child and Adolescent Development</i> (3)
ASL 2202 <i>American Sign Language and Culture IV</i> (4)	HUM 1151 <sup>6</sup> <i>Humanities in the Era of Romanticism and Realism</i> (3)	PSYC 2235 <sup>5</sup> <i>Lifespan Development</i> (4)
CMST 2210 <sup>7</sup> <i>Intercultural Communication</i> (3)	HUM 1161 <sup>6</sup> <i>Humanities in the Modern to Postmodern World</i> (3)	PSYC 2370 <sup>5</sup> <i>Cross-Cultural Psychology</i> (3)
ENGL 2210 <sup>6</sup> <i>Global Literature</i> (3)	HUM 1171 <sup>6</sup> <i>Seminar in Humanities</i> (3)	SOC 2100 <sup>10</sup> <i>Sociology of Food</i> (3)
FREN 1101 <sup>7</sup> <i>Beginning French Language and Culture I</i> (5)	HUM 1200 <sup>9</sup> <i>Introduction to Global Studies</i> (3)	SPAN 1101 <sup>7</sup> <i>Beginning Spanish Language and Culture I</i> (5)
FREN 1102 <sup>7</sup> <i>Beginning French Language and Culture II</i> (5)	HUM 1211 <sup>6</sup> <i>Introduction to German Culture</i> (3)	SPAN 1102 <sup>7</sup> <i>Beginning Spanish Language and Culture II</i> (5)
FREN 1111 <sup>6</sup> <i>Introduction to French Culture</i> (3)	HUM 1311 <sup>6</sup> <i>Introduction to French Culture</i> (3)	SPAN 1111 <sup>6</sup> <i>Spanish and Latin American Culture: Pre-Columbian Civilizations</i> (3)
FREN 2201 <sup>7</sup> <i>Intermediate French Language and Culture I</i> (4)	HUM 1511 <sup>9</sup> <i>Introduction to Islam and Culture</i> (3)	SPAN 1112 <sup>6</sup> <i>Spanish and Latin American Culture: Conquest to present</i> (3)
FREN 2202 <sup>7</sup> <i>Intermediate French Language and Culture II</i> (4)	HUM 1611 <sup>6</sup> <i>Arab History and Cultures</i> (3)	SPAN 2201 <sup>7</sup> <i>Intermediate Spanish Language and Culture I</i> (4)
GEOG 1102 <sup>5</sup> <i>Introduction to Human Geography</i> (3)	HUM 2231 <sup>6</sup> <i>Introduction to Africa</i> (3)	SPAN 2202 <sup>7</sup> <i>Intermediate Spanish Language and Culture II</i> (4)
GEOG 1106 <sup>5</sup> <i>World Regional Geography</i> (3)	HUM 2234 <sup>6</sup> <i>Women in a Global Perspective</i> (3)	WGST 2234 <sup>6</sup> <i>Women in a Global Perspective</i> (3)
GERM 1101 <sup>7</sup> <i>Beginning German Language and Culture I</i> (5)	HUM 2241 <sup>6</sup> <i>Heritage of the Western World: Greek World</i> (3)	
GERM 1102 <sup>7</sup> <i>Beginning German Language and Culture II</i> (5)	HUM 2251 <sup>6</sup> <i>Heritage of the Western World: Rome and Christianity</i> (3)	
GERM 1111 <sup>6</sup> <i>Introduction to German Culture</i> (3)	HUM 2261 <sup>6</sup> <i>Heritage of the Western World: Medieval World</i> (3)	
GERM 2201 <sup>7</sup> <i>Intermediate German Language and Culture I</i> (4)	HUM 2271 <sup>6</sup> <i>Heritage of the Western World: Renaissance and Reformation</i> (3)	
GERM 2202 <sup>7</sup> <i>Intermediate German Language and Culture II</i> (4)		

# Minnesota Transfer Curriculum (MnTC)

Goal 9: Ethical and Civic Responsibility. One course required.			
BIOL 1110 <sup>3</sup>	Field Biology (3)	POLS 1111 <sup>5</sup>	American Politics and Government (3)
CMST 1100 <sup>2</sup>	Introduction to Mass Communication (3)	POLS 1121 <sup>5</sup>	State and Local Politics and Government (3)
HIST 2211 <sup>5</sup>	U.S. History I (4)	POLS 2225 <sup>5</sup>	Constitutional Law (3)
HIST 2221 <sup>5</sup>	U.S. History II (4)	POLS 2245 <sup>5</sup>	Political Ideas and Ideologies (3)
HIST 2240 <sup>7</sup>	America in the Vietnam Era (3)	PSYC 2250 <sup>5</sup>	Abnormal Psychology (3)
HUM 1200 <sup>8</sup>	Introduction to Global Studies (3)	PSYC 2257 <sup>2</sup>	Psychology and the Media (3)
HUM 1511 <sup>8</sup>	Introduction to Islam and Culture (3)	SOC 2221 <sup>2</sup>	Social Problems (3)
MCOM 1100 <sup>2</sup>	Introduction to Mass Communication (3)	SOC 2261 <sup>5</sup>	Introduction to Crime and Criminology (3)
PHIL 1110 <sup>6</sup>	Introduction to Ethics (3)		
PHIL 1120 <sup>10</sup>	Environmental Ethics (3)		
PHIL 1180 <sup>8</sup>	Introduction to Social and Political Philosophy (3)		
PHIL 1200 <sup>6</sup>	Medical Ethics (3)		
Goal 10: People and the Environment. One course required.			
ANTH 1110 <sup>5</sup>	Introduction to Sustainability (3)	GEOG 1108 <sup>5</sup>	Minnesota Geography (3)
ANTH 2202 <sup>5</sup>	Introduction to Physical Anthropology (3)	GEOG 1110 <sup>5</sup>	Introduction to Sustainability (3)
ANTH 2251 <sup>5</sup>	Environmental Anthropology (3)	NATS 1051	Energy Issues and Solutions (2)
BIOL 1103 <sup>3</sup>	Environmental Science Lecture (3)	PHIL 1120 <sup>9</sup>	Environmental Ethics (3)
GEOG 1101 <sup>5</sup>	Geography of the United States (3)	POLS 1141 <sup>5</sup>	Environmental Politics (3)
GEOG 1103 <sup>5</sup>	Physical Geography (3)	SOC 2100 <sup>8</sup>	Sociology of Food (3)

# Programs of Study

Each degree, certificate, and diploma 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

The Associate of Arts (AA) in Liberal Arts and Sciences degree program 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.

◆ *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.
- Completion of specific degree requirements.
- To complete your program, please submit the appropriate application found [here](#).
- The requirements of this program are subject to change without notice.

### General Education/MnTC Requirements: 40 credits

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

1. All ten goal areas listed below must be completed.
  2. A total of at least 40 semester credits from courses listed in the MnTC must be satisfactorily completed. One course may satisfy more than one goal area, but the course credits may be counted only once.
  3. A 2.0 MnTC GPA is required for recognition of a student's completion of the entire Minnesota Transfer Curriculum, with or without completing an associate degree.
- ☐ 1. Communication (*two courses required; one 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 (*two courses required; one from each of two departments; one must include a lab*)
  - ☐ 4. Mathematical/Logical Reasoning (*one course required*)
  - ☐ 5. History/Social/Behavioral Sciences (*two courses required; one from each of two categories*)
    - ☐ A. Economics/Geography
    - ☐ B. Anthropology/Psychology/Sociology
    - ☐ C. History/Political Science
  - ☐ 6. Humanities/Fine Arts (*two courses required; one from each of two categories*)
    - ☐ A. Literature
    - ☐ B. Humanities/Philosophy
    - ☐ C. Art/Music/Theatre
  - ☐ 7. Human Diversity (*one course required*)
  - ☐ 8. Global Perspective (*one course required*)
  - ☐ 9. Ethical/Civic Responsibility (*one course required*)
  - ☐ 10. People and the Environment (*one course required*)

### Elective Credit Requirements: 17 credits

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

### Wellness Requirement: 3 credits

Complete either 1 or 2 below:

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



### Program Description

The Communication Studies Transfer Pathway Associate of Arts (AA) degree program offers students a powerful option: the opportunity to complete an Associate of Arts degree with course credits that directly transfer to designated Communication Studies 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 six 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

- Metropolitan State University: Professional Communication BS
- Minnesota State University, Mankato: Communication Studies BS
- Minnesota State University, Moorhead: Communication Studies BA
- Southwest Minnesota State University: Communication Studies BA, Communication Studies BA (Public Relations Emphasis)
- St. Cloud State University: Communication Studies BA, Communication Studies Supplementary BA, Communication Studies Interdepartmental BS
- Winona State University: Communication Studies BA (General, Leadership and Advocacy, Organizational)

### 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 a message 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.

### Required Courses: 60 Total 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

Complete at least 40 credits in courses from the Minnesota Transfer Curriculum (MnTC). You must complete all ten goal areas and maintain a cumulative 2.0 GPA for the entire MnTC. One course may satisfy more than one goal area, but the course credits may be counted only once.

- ☐ 1. Communication
- ☐ 2. Critical Thinking
- ☐ 3. Natural Science
- ☐ 4. Mathematical/Logical Reasoning
- ☐ 5. History/Social/Behavioral Sciences
- ☐ 6. Humanities/Fine Arts
- ☐ 7. Human Diversity
- ☐ 8. Global Perspective
- ☐ 9. Ethical/Civic Responsibility
- ☐ 10. People and the Environment

☐ Choose any HPER course(s) totaling at least 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.

### 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.
- A minimum grade of C must be earned in all program requirements.
- Completion of specific degree requirements.
- Each state university has specific program requirements for completion. Please speak with your advisor about requirements at receiving institutions.
- To complete your program, please submit the appropriate application found [here](#).
- 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 Description

The English Transfer Pathway Associate of Arts (AA) degree program offers students a powerful option: the opportunity to complete an Associate of Arts degree with course credits that directly transfer to designated English 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: English BA
- Metropolitan State University: English BA
- Minnesota State University, Mankato: English Studies BA
- Minnesota State University, Moorhead: English Writing Emphasis BA, English Emphasis in Integrated English & Publishing BA
- Southwest Minnesota State University: English Literature Emphasis BA, English Creative Writing Emphasis BA
- St. Cloud State University: English Creative Writing BA, English Rhetoric & Writing BA, English Studies (General) BA, English Linguistics BA, English Literature BA
- Winona State University: English BA

### Program Goals

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

#### Content Area 1: Introduction to Literary Studies

1. Perform close analysis of literature at an introductory level;
2. Demonstrate knowledge of major critical frameworks at an introductory level;
3. Employ major critical frameworks to analyze literature at an introductory level;
4. Incorporate and document secondary sources at an introductory level;

#### Content Area 2: Literature Survey

1. Demonstrate knowledge of canonical works of British/American literature;
2. Demonstrate knowledge of major genres and styles in British/American literature;
3. Demonstrate knowledge of major periods and historical developments in British/American literature;

#### Content Area 3: Diverse Literature

1. Demonstrate knowledge of literature of underrepresented populations;
2. Demonstrate understanding of canon formation as a reflection of historical, social, and cultural contexts;

#### Content Area 4: Writing for Specific Purposes

1. Demonstrate discipline-specific knowledge of audience and rhetorical situations;
2. Create discipline-specific documents that employ effective techniques for specific writing situations; and
3. Engage in guided revision and/or writing workshops.

◆ *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.

### Required Courses: 60 Total Credits

#### Content Area 1:

- ☐ ENGL 2202 Introduction to Literary Studies..... 3

#### Content Area 2:

##### Choose one course from the following:

- ☐ 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

#### Content Area 3:

- ☐ ENGL 2210 Global Literature ..... 3

#### Content Area 4:

##### Choose one course from the following:

- ☐ ENGL 1104 Technical Writing ..... 3  
☐ ENGL 2241◆ Introduction to Creative Writing ..... 3  
☐ ENGL 2261◆ Creative Nonfiction Writing ..... 3

Complete at least 40 credits in courses from the Minnesota Transfer Curriculum (MnTC), including all courses listed. You must complete all ten goal areas and maintain a cumulative 2.0 GPA for the entire MnTC. One course may satisfy more than one goal area, but the course credits may be counted only once.

- ☐ 1. Communication  
☐ ENGL 1120◆ **OR** ENGL 1121◆ ..... 4  
☐ CMST 1110 ..... 3  
☐ 2. Critical Thinking  
☐ 3. Natural Science  
☐ 4. Mathematical/Logical Reasoning  
☐ 5. History/Social/Behavioral Sciences  
☐ 6. Humanities/Fine Arts

*Choose one of the following courses not already used to fulfill*

#### Content Area 2:

- ☐ ENGL 2220..... 3  
☐ ENGL 2225..... 3  
☐ ENGL 2230..... 3  
☐ ENGL 2235..... 3

- ☐ 7. Human Diversity  
☐ 8. Global Perspective  
☐ 9. Ethical/Civic Responsibility  
☐ 10. People and the Environment

- ☐ Choose any HPER course(s) totaling at least two credits..... 2

Students are encouraged to take additional English courses within their general elective credits.

(continued)

2022-2023

## English Transfer Pathway

Associate of Arts (AA) 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 (16 Credits)

- ☐ ENGL 1120 ♦ Cross-Current College Writing and Critical Reading **OR**
- ☐ ENGL 1121 ♦ College Writing and Critical Reading ..... 4
- ☐ ENGL 2210 Global Literature ..... 3
- ☐ General Ed/MnTC ..... 9

#### Semester Two (16 Credits)

- ☐ CMST 1110 Introduction to Communication ..... 3
- Choose two of the following:**
- ☐ ENGL 2220 British Literature to 1800 **or**
- ☐ ENGL 2225 British Literature Since 1800 ..... 3
- AND**
- ☐ ENGL 2230 American Literature to 1865 **or**
- ☐ ENGL 2235 American Literature Since 1865 ..... 3
- ☐ Elective ..... 3
- ☐ General Ed/MnTC ..... 4

#### Semester Three (15 Credits)

- ☐ ENGL 2202 Introduction to Literary Studies ..... 3
- ☐ General Ed/MnTC ..... 10
- ☐ HPER course(s) ..... 2

#### Semester Four (13 Credits)

##### Choose one from the following:

- ☐ ENGL 1104 Technical Writing **OR**
- ☐ ENGL 2241 ♦ Introduction to Creative Writing **OR**
- ☐ ENGL 2261 ♦ Creative Nonfiction Writing ..... 3
- ☐ Elective ..... 3
- ☐ General Ed/MnTC ..... 7

### 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.
- A minimum grade of C must be earned in all program requirements.
- Completion of specific degree requirements.
- Each state university has specific program requirements for completion. Please speak with your advisor about requirements at receiving institutions.
- To complete your program, please submit the appropriate application found [here](#).
- 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.



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### Program Description

The Mass Communication Transfer Pathway Associate of Arts (AA) degree program offers students a powerful option: the opportunity to complete an Associate of Arts degree with course credits that directly transfer to designated Mass Communication 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 five 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: Mass Communications BS
- Minnesota State University, Mankato: Mass Media BS
- Minnesota State University, Moorhead: Advertising BS, Broadcast Journalism BS, English and Mass Communications BA, Integrated Advertising & Public Relations BS, Multimedia Journalism BS, Photojournalism BS, Public Relations BS
- St. Cloud State University: Mass Communications BS
- Winona State University: Mass Communications BA (Advertising, Creative Digital Media, Journalism, Public Relations)

### Program Goals

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

1. Critically evaluate mass media messages, applying theories of media analysis;
2. Identify the goals, methods, and histories of various mass media;
3. Identify the components of various mass communication processes;
4. Apply analytical and critical thinking techniques to become more media literate;
5. Demonstrate ability to write clearly and concisely;
6. Identify, explain, and demonstrate what constitutes a professional media story;
7. Identify, obtain, and evaluate credible and diverse sources of information;
8. Demonstrate the ability to tell stories across various media platforms and audiences;
9. Identify basic tools, functions, and goals of public relations;
10. Identify strategies, tactics, techniques, and theories of public relations;
11. Analyze and target messages for diverse audiences;
12. Examine the history and evolution of the public relations field;
13. Recognize and apply the basics of a public relations campaign; and
14. Explore the legal and ethical implications of public relations campaign designs.

### Required Courses: 60 Total Credits

- ☐ MCOM 1100 Introduction to Mass Communication ..... 3
- ☐ MCOM 1151 Principles of Public Relations ..... 3
- ☐ MCOM 2121 Media Writing ..... 3

**Choose eight credits from any academic discipline which will serve as General Elective credits. Suggested courses are listed below:**

- ☐ MCOM 1109 Practical Experience in Journalism and Mass Communication..... 1
- ☐ ART 1150 Introduction to Graphic Design..... 3
- ☐ ART 1155 Introduction to Digital Photography ..... 3
- ☐ ART 1165 Introduction to Black and White Film Photography..... 3
- ☐ ART 1166♦ Photography II ..... 3
- ☐ ART 1172 New Media Design I..... 3
- ☐ ART 1173♦ New Media Design II ..... 3
- ☐ ART 2165♦ Digital Photography II..... 3

Complete at least 40 credits in courses from the Minnesota Transfer Curriculum (MnTC), including all courses listed. You must complete all ten goal areas and maintain a cumulative 2.0 GPA for the entire MnTC. 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
- ☐ 3. Natural Science
- ☐ 4. Mathematical/Logical Reasoning
- ☐ 5. History/Social/Behavioral Sciences
- ☐ 6. Humanities/Fine Arts
- ☐ 7. Human Diversity
- ☐ 8. Global Perspective
- ☐ 9. Ethical/Civic Responsibility
- ☐ 10. People and the Environment
- ☐ Choose any HPER course(s) totaling at least three credits..... 3

### 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.

♦ *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.

## Mass Communication Transfer Pathway

Associate of Arts (AA) Degree

### Semester One (16 Credits)

- ☐ CMST 2215 Public Speaking ..... 3
- ☐ ENGL 1120 ♦ Cross-Current College Writing and Critical Reading  
**OR**
- ☐ ENGL 1121 ♦ College Writing and Critical Reading ..... 4
- ☐ HPER course(s) ..... 3
- ☐ General Ed/MnTC (Goal 4) ..... 3
- ☐ General Ed/MnTC (Goal 5) ..... 3

### Semester Two (16 Credits)

- ☐ MCOM 1100 Introduction to Mass Communication ..... 3
- ☐ General Ed/MnTC with lab (Goal 3) ..... 4
- ☐ General Ed/MnTC (Goal 6) ..... 3
- ☐ General Ed/MnTC (Goal 7) ..... 3
- ☐ Elective ..... 3

### Semester Three (15 Credits)

- ☐ MCOM 2121 Media Writing ..... 3
- ☐ General Ed/MnTC (Goal 3) ..... 3
- ☐ General Ed/MnTC (Goal 8) ..... 3
- ☐ General Ed/MnTC (Goal 10) ..... 3
- ☐ Elective ..... 3

### Semester Four (13 Credits)

- ☐ MCOM 1151 Principles of Public Relations ..... 3
- ☐ General Ed/MnTC (Goal 6) ..... 3
- ☐ Electives ..... 7

### 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.
- A minimum grade of C must be earned in all program requirements.
- Completion of specific degree requirements.
- Each state university has specific program requirements for completion. Please speak with your advisor about requirements at receiving institutions.
- To complete your program, please submit the appropriate application found [here](#).
- 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 Description

The Political Science Transfer Pathway Associate of Arts (AA) degree program offers students a powerful option: the opportunity to complete an Associate of Arts degree with course credits that directly transfer to designated Political Science 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: Political Science BA
- Metropolitan State University: Social Science BA
- Minnesota State University, Mankato: Political Science BS
- Minnesota State University, Moorhead: Political Science BA
- Southwest Minnesota State University: Political Science BA
- St. Cloud State University: Political Science BA
- Winona State University: Political Science (minor required) BA

### Program Goals

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

1. Knowledge Base: Students should be able to demonstrate fundamental knowledge and comprehension of the major concepts and institutions fundamental to the field of political science;
2. Critical Thinking: Students should be able to demonstrate scientific reasoning and problem solving needed to investigate the field of political science;
3. Ethical and Civic Responsibility: Students should be able to recognize the importance of civic virtue, and understand their ability to have an impact on their community, nation, and the world; and
4. Global Awareness: Students should be able to explain how the international/global system works.

### Required Courses: 60 Total Credits

- |                                    |  |   |
|------------------------------------|--|---|
| <input type="checkbox"/> POLS 1111 | American Politics and Government.....        | 3 |
| <input type="checkbox"/> POLS 1121 | State and Local Politics and Government..... | 3 |
| <input type="checkbox"/> POLS 1131 | World Politics .....                         | 3 |

Complete at least 40 credits in courses from the Minnesota Transfer Curriculum (MnTC), including all courses listed. You must complete all ten goal areas and maintain a cumulative 2.0 GPA for the entire MnTC. 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 ♦ <b>OR</b> ENGL 1121 ♦ ..... | 4 |
| <i>(A writing course in APA Style is recommended)</i>            |   |
| <input type="checkbox"/> CMST 1110 <b>OR</b> CMST 2220.....      | 3 |
| <input type="checkbox"/> 2. Critical Thinking                    |   |
| <input type="checkbox"/> 3. Natural Science                      |   |
| <input type="checkbox"/> 4. Mathematical/Logical Reasoning       |   |
| <i>(MATH 1114 ♦ is highly recommended)</i>                       |   |
| <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          |   |

- |   |   |
|---|---|
| <input type="checkbox"/> Choose any HPER course(s) totaling at least 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.

### 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.
- A minimum grade of C must be earned in all program requirements.
- Completion of specific degree requirements.
- Each state university has specific program requirements for completion. Please speak with your advisor about requirements at receiving institutions.
- To complete your program, please submit the appropriate application found [here](#).
- 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 Description

The Psychology Transfer Pathway Associate of Arts (AA) degree program 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: Psychology BA, Psychology BS
- Metropolitan State University: Psychology BA
- Minnesota State University, Mankato: Psychology BS
- Minnesota State University, Moorhead: Psychology BA
- Southwest Minnesota State University: Community Psychology and Health Promotion BA, Psychology BA
- St. Cloud State University: Community Psychology BS, Psychology BA
- Winona State University: Psychology BA (Options A and B)

### 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

Complete the remaining credits in courses from the Minnesota Transfer Curriculum (MnTC), including all courses listed. You must complete all ten goal areas and maintain a cumulative 2.0 GPA for the entire MnTC. One course may satisfy more than one goal area, but the course credits may be counted only once.

- ☐ 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 (*two courses required; one from each of two departments; one must include a lab*)
  - ☐ 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 (*one course from A or C*)
  - ☐ A. Economics/Geography
  - ☐ C. History/Political Science
- ☐ 6. Humanities/Fine Arts (*two courses required; one from each of two categories*)
  - ☐ A. Literature
  - ☐ B. Humanities/Philosophy (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.

## 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.
- A minimum grade of C must be earned in all program requirements.
- Completion of specific degree requirements.
- Each state university has specific program requirements for completion. Please speak with your advisor about requirements at receiving institutions.
- To complete your program, please submit the appropriate application found [here](#).
- 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 Description

The Sociology Transfer Pathway Associate of Arts (AA) degree program offers students a powerful option: the opportunity to complete an Associate of Arts degree with course credits that directly transfer to designated Sociology 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: Sociology BA
- Metropolitan State University: Social Science BA
- Minnesota State University, Mankato: Applied Sociology BA, Sociology BA, Applied Sociology BS, Sociology BS
- Minnesota State University, Moorhead: Sociology BA
- Southwest Minnesota State University: Sociology BA
- St. Cloud State University: Sociology BA, Sociology BA (Concentration in Critical Applied Sociology)
- Winona State University: Sociology BA

### Program Goals

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

1. Knowledge Base: Students should demonstrate the underlying knowledge and be able to articulate an understanding of the major concepts, theoretical frameworks, historical trends and empirical findings in sociology to articulate how sociological principles connect and explain societal and individual behavior;
2. Scientific Inquiry and Critical Thinking: Students should demonstrate an empirical understanding for how science has constructed an understanding that allows for the expansion of problem-solving and reasoning to be applied to sociological phenomenon and behavior by groups and individuals;
3. Ethical and Social Responsibility in a Diverse World: Students should gain an understanding of the formal regulation that govern professional ethics in sociology and be able to apply these to have a larger impact of their social responsibility in creating a more accepting diverse and multicultural world; and
4. Communication: Students should have the skill to conduct their own scientific inquiries that allow them to build a scientific argument incorporating sociological concepts and theories with clarity and accuracy.

◆ 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.

### Required Courses: 60 Total Credits

- ☐ SOC 1111 General Sociology ..... 3

#### Choose one of the following:

- ☐ SOC 1102 Relationships, Marriage, and Family ..... 3  
☐ SOC 1104 Human Sexuality in Society ..... 3  
☐ SOC 1108 Death and Dying ..... 3  
☐ SOC 2100 Sociology of Food ..... 3  
☐ SOC 2260◆ Social Psychology ..... 3  
☐ SOC 2261◆ Introduction to Crime and Criminology ..... 3

#### Choose one of the following:

- ☐ SOC 1145 Gender in Society ..... 3  
☐ SOC 1200 Introduction to Diversity Studies ..... 3  
☐ SOC 2207 Sociology of Power ..... 3  
☐ SOC 2221◆ Social Problems ..... 3

#### Choose eight credits from any academic discipline which will serve as General Elective credits. Suggested courses are listed below:

- ☐ Any of the SOC courses listed above ..... 3  
☐ ANTH 2201 Introduction to Cultural Anthropology ..... 3  
☐ ECON 1100 Introduction to the American Economy ..... 3  
☐ GEOG 1102 Introduction to Human Geography ..... 3  
☐ HIST 1101 Minnesota History ..... 3  
☐ POLS 1111 American Politics and Government ..... 3  
☐ PSYC 2110◆ Introduction to Research Methods ..... 3

Complete at least 40 credits in courses from the Minnesota Transfer Curriculum (MnTC), including all courses listed. You must complete all ten goal areas and maintain a cumulative 2.0 GPA for the entire MnTC. One course may satisfy more than one goal area, but the course credits may be counted only once.

- ☐ 1. Communication  
☐ ENGL 1120◆ OR ENGL 1121◆ ..... 4  
☐ CMST 1110 OR CMST 2220 ..... 3
- ☐ 2. Critical Thinking
- ☐ 3. Natural Science (two courses required; one from each of two departments; one must include a lab)
- ☐ 4. Mathematical/Logical Reasoning (one course required)  
☐ MATH 1114◆ OR MATH 1200 (or higher)◆ ..... 3-4
- ☐ 5. History/Social/Behavioral Sciences (one course required; one from either category)  
☐ A. Economics/Geography  
☐ C. History/Political Science
- ☐ 6. Humanities/Fine Arts (two courses required; one from each of two categories)  
☐ A. Literature  
☐ B. Humanities/Philosophy  
☐ C. Art/Music/Theatre
- ☐ 7. Human Diversity (one course required)  
*(Highly recommended: SOC 1102, SOC 1104, SOC 1145, SOC 1200, or SOC 2207)*
- ☐ 8. Global Perspective (one course required)
- ☐ 9. Ethical/Civic Responsibility (one course required)  
*(Highly recommended: SOC 2221◆ or SOC 2261◆)*
- ☐ 10. People and the Environment (one course required)
- ☐ Choose any HPER course(s) totaling three credits ..... 3

## Sociology Transfer Pathway

Associate of Arts (AA) 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.
- A minimum grade of C must be earned in all program requirements.
- Completion of specific degree requirements.
- Each state university has specific program requirements for completion. Please speak with your advisor about requirements at receiving institutions.
- To complete your program, please submit the appropriate application found [here](#).
- 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 Description

The Spanish Transfer Pathway Associate of Arts (AA) degree program offers students a powerful option: the opportunity to complete an Associate of Arts degree with course credits that directly transfer to designated Spanish 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 five 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: Spanish BA
- Minnesota State University, Mankato: Spanish BS
- Minnesota State University, Moorhead: Spanish BA
- St. Cloud State University: Spanish BA, Spanish BS
- Winona State University: Spanish BA

### Program Goals

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

1. Grammar, Vocabulary, and Reading Comprehension: Demonstrate a knowledge of grammar and vocabulary reflective of that presented in a typical intermediate level Spanish textbook, and the ability to comprehend the main points of authentic reading materials;
2. Verbal Communication: Discuss a variety of topics using multiple temporal frames of reference and levels of formality. Ask and reply to questions that require elaboration and substantiation of opinions. Make suggestions and recommendations; and
3. Written Communication: Convey ideas and opinions in writing. Narrate past events and experiences. Articulate suggestions or directions on a variety of topics, employing multiple temporal frames of reference.

### Required Courses: 60 Total Credits

- ☐ SPAN 1101 Beginning Spanish Language and Culture I ..... 5
- ☐ SPAN 1102 Beginning Spanish Language and Culture II ..... 5
- ☐ SPAN 2201\* Intermediate Spanish Language and Culture I ..... 4
- ☐ SPAN 2202\* Intermediate Spanish Language and Culture II ..... 4

*\*It is strongly recommended that students complete SPAN 2201 and SPAN 2202 at the same institution.*

#### Choose at least one course from the following:

- ☐ SPAN 1111\* Spanish and Latin American Culture:  
Pre-Columbian Civilizations..... 3
- ☐ SPAN 1112\* Spanish and Latin American Culture:  
Conquest to present..... 3

*\*SPAN 1111 and SPAN 1112 will be offered during different semesters rather than concurrently. If possible, students are encouraged to take both courses.*

Complete 36 credits in courses from the Minnesota Transfer Curriculum (MnTC), including all courses listed. You must complete all ten goal areas and maintain a cumulative 2.0 GPA for the entire MnTC. One course may satisfy more than one goal area, but the course credits may be counted only once.

- ☐ 1. Communication
  - ☐ ENGL 1120 ♦ **OR** ENGL 1121 ♦ ..... 4
  - ☐ CMST 1110 **OR** CMST 2215 **OR** CMST 2220 ..... 3
- ☐ 2. Critical Thinking (*at least three courses required*)
- ☐ 3. Natural Science (*two courses required; one from each of two departments; one must include a lab*)
- ☐ 4. Mathematical/Logical Reasoning (*at least one course required*)
- ☐ 5. History/Social/Behavioral Sciences (*at least two courses required; one from each of two of the following categories*)
  - ☐ A. Economics/Geography
  - ☐ B. Anthropology/Psychology/Sociology
  - ☐ C. History/Political Science
- ☐ 6. Humanities/Fine Arts
  - ☐ SPAN 1111 **OR** SPAN 1112..... 3
  - AND one course from one of the two following categories:**
    - ☐ A. Literature
    - ☐ C. Art/Music/Theatre
- ☐ 7. Human Diversity
  - ☐ SPAN 1101..... 5
  - ☐ SPAN 1102..... 5
  - ☐ SPAN 2201..... 4
  - ☐ SPAN 2202..... 4
- ☐ 8. Global Perspective
  - ☐ SPAN 1101..... 5
  - ☐ SPAN 1102..... 5
  - ☐ SPAN 2201..... 4
  - ☐ SPAN 2202..... 4
- ☐ 9. Ethical/Civic Responsibility (*at least one course required*)
- ☐ 10. People and the Environment (*at least one course required*)
- ☐ Choose any HPER course(s) totaling at least three credits..... 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.

# Spanish Transfer Pathway

Associate of Arts (AA) 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 (15 Credits)

- ☐ SPAN 1101 Beginning Spanish Language and Culture I ..... 5
- ☐ General Ed/MnTC ..... 10

### Semester Two (15 Credits)

- ☐ SPAN 1102 Beginning Spanish Language and Culture II ..... 5
- ☐ SPAN 1111\* Spanish and Latin American Culture:  
Pre-Columbian Civilizations
- OR**
- ☐ SPAN 1112\* Spanish and Latin American Culture:  
Conquest to present ..... 3
- ☐ General Ed/MnTC ..... 7

*\*It is recommended that students take SPAN 1111 and SPAN 1112 during their first year of study. While this plan presumes a Spring offering, availability of the two courses may vary.*

### Semester Three (15 Credits)

- ☐ SPAN 2201 Intermediate Spanish Language and Culture I ..... 4
- ☐ General Ed/MnTC ..... 11

### Semester Four (15 Credits)

- ☐ SPAN 2202 Intermediate Spanish Language and Culture II ..... 4
- ☐ General Ed/MnTC ..... 11

## 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.
- A minimum grade of C must be earned in all program requirements.
- Completion of specific degree requirements.
- Each state university has specific program requirements for completion. Please speak with your advisor about requirements at receiving institutions.
- To complete your program, please submit the appropriate application found [here](#).
- 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**

The Associate of Applied Science (AAS) in Accounting Practitioner degree 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: [AnokaRamsey.edu/](http://AnokaRamsey.edu/).

**Program Goals**

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

1. Prepare journal entries and financial statements;
2. Use critical thinking skills to analyze and solve business problems;
3. Appropriately use technology to solve business problems;
4. Demonstrate knowledge of business law and ethics to direct action in business scenarios;
5. Determine tax treatment of basic individual and business situations; 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.
- Completion of specific degree requirements.
- To complete your program, please submit the appropriate application found [here](#).
- The requirements of this program are subject to change without notice.

**Program Requirements: 45 credits**

<input type="checkbox"/> BUS 1101	Introduction to Business.....	3
<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

Choose one of the following:

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

Electives: Select CNET 1100, CNET 1105, CNET 1212, or any other business course(s) to meet the 45 credit program requirement.

<input type="checkbox"/> Electives:	.....	9
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**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.

**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
<b>1<sup>st</sup> YEAR</b>	BUS 1101.....3	BUS 1104.....3
	BUS 1108 or MATH 1200.....3	BUS 1143.....3
	BUS 1112.....3	BUS 2125.....4
	GenEd/MnTC.....3	BUS 2215.....3
	GenEd/MnTC.....3	GenEd/MnTC.....3
	<b>TOTAL..... 15</b>	<b>TOTAL..... 16</b>
<b>2<sup>nd</sup> YEAR</b>	Fall Semester	Spring Semester
	BUS 1105.....3	BUS 1122.....3
	BUS 2126.....4	BUS 1134.....2
	BUS or CNET 1100, 1105, 1212 electives..... 1-8	BUS 1135.....2
	GenEd/MnTC.....3	BUS or CNET 1100, 1105, 1212 electives..... 1-7
	<b>TOTAL..... 11-18</b>	GenEd/MnTC.....3
		<b>TOTAL..... 11-17</b>

♦ 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 Business: Management/Marketing emphasis degree 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, 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.
- Completion of specific degree requirements.
- To complete your program, please submit the appropriate application found [here](#).
- 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

♦ *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.

**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.

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

*Select one ECON course from the following:*

  - ☐ ECON 1100
  - ☐ ECON 2205
  - ☐ ECON 2206
- ☐ Select the remaining 5 credits from courses in at least one of the remaining MnTC goal areas.....5

**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 <sup>st</sup> YEAR	BUS 1101.....3	BUS 1104.....3
	BUS 1103.....3	BUS 1108.....3
	BUS 1112.....3	BUS 1221 or BUS 2265.....3
	BUS 1122.....3	BUS 2215.....3
	ENGL 1120/1121.....4	BUS Electives.....3
	<b>TOTAL.....16</b>	<b>TOTAL.....15</b>
2 <sup>nd</sup> YEAR	Fall Semester	Spring Semester
	BUS 2125.....4	BUS 2244.....4
	BUS 2142.....4	BUS Emphasis Area (2 of 6 courses).....6
	CMST 1110, 2215, or 2220...3	GenEd/MnTC remaining goal areas.....5
	ECON 1100, 2205 or 2206...3	
	<b>TOTAL.....14</b>	<b>TOTAL.....15</b>

**Business: Workplace & Technology Emphasis**

Associate of Applied Science (AAS) Degree

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

**Program Information**

The Associate of Applied Science (AAS) in Business: Workplace and Technology Emphasis degree program is designed to prepare students to use business technologies in the workplace. 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.

**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, professional attitudes, and ethical principles in business practices and communications;
3. Apply appropriate information technology in the business environment;
4. Identify the major factors of competitive success utilized by domestic and global business organizations;
5. Apply appropriate methods to effectively manage a business environment; and
6. Express ideas, information, proposals, and reactions clearly and professionally in written and spoken form.

**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.
- Completion of specific degree requirements.
- To complete your program, please submit the appropriate application found [here](#).
- 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
<input type="checkbox"/> BUS 2265	Administrative Office Management .....	3

**Additional Requirements: 23 credits**

<input type="checkbox"/> BUS 1119	Database Management Using Microsoft Access.....	3
<input type="checkbox"/> BUS 1124	PowerPoint and Web Conferencing .....	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"/> Elective Courses .....		2

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

**General Education/MnTC Requirements: 15 credits**

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

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

Select one ECON course from the following:

  - ☐ ECON 1100
  - ☐ ECON 2205
  - ☐ ECON 2206

- ☐ Select the remaining 5 credits from courses in at least one of the remaining MnTC goal areas.....5

**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 <sup>st</sup> YEAR	BUS 1101.....3	BUS 1104.....3
	BUS 1103.....3	BUS 1108.....3
	BUS 1112.....3	BUS 1143.....3
	BUS 1124*.....3	BUS 2265.....3
	BUS 1174*.....3	ENGL 1120/1121.....4
	<b>TOTAL.....15</b>	<b>TOTAL.....16</b>
2 <sup>nd</sup> YEAR	Fall Semester	Spring Semester
	BUS 1119*.....3	BUS 1154**.....3
	BUS 2125.....4	BUS 1155**.....3
	CMST 1110/2215/2220.....3	BUS 1180**.....3
	GenEd/MnTC remaining goal areas.....5	ECON 1100/2205/2206.....3
	<b>TOTAL.....15</b>	BUS elective.....2
		<b>TOTAL.....14</b>
	*Offered Fall Semester only	**Offered Spring Semester 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.



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**Program Information**

The Associate of Applied Science (AAS) in Physical Therapist Assistant degree 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: [AnokaRamsey.edu/academics/degrees-diplomas-certificates/two-year-degrees/associate-of-applied-science-degrees/physical-therapist-assistant/](http://AnokaRamsey.edu/academics/degrees-diplomas-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 electronic documentation skills, 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.

◆ *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.

**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.
- 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 complete your program, please submit the appropriate application found [here](#).
- 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 Physical Therapist Assistant I .....	1
<input type="checkbox"/> PTAC 1110◆	Communication and Documentation for the Physical Therapist Assistant 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

(continued)

2022-2023

## Physical Therapist Assistant

Associate of Applied Science (AAS) Degree

### 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.



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**Program Information**

The Associate of Applied Science (AAS) in System Administration degree 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.
- A minimum grade of C must be earned in all program requirements.
- 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 complete your program, please submit the appropriate application found [here](#).
- The requirements of this program are subject to change without notice.

**Program Requirements: 22 credits**

- |                                     |  |   |
|-------------------------------------|--|---|
| <input type="checkbox"/> BUS 1103   | Human Relations in the Workplace .....       | 3 |
| <b>OR</b>                           |  |   |
| <input type="checkbox"/> BUS 1145   | Customer Service.....                        | 3 |
|                                     |  |   |
| <input type="checkbox"/> CNET 1100  | Introduction to Information Technology ..... | 3 |
| <input type="checkbox"/> CNET 1105  | Introduction to Cybersecurity .....          | 1 |
| <input type="checkbox"/> CNET 1212  | Client Operating Systems .....               | 3 |
| <input type="checkbox"/> CNET 1213♦ | Server Operating Systems .....               | 3 |
| <input type="checkbox"/> CNET 2110♦ | Principles of IT Security .....              | 3 |
| <input type="checkbox"/> CNET 2114  | Fundamentals of Linux/UNIX.....              | 3 |
| <input type="checkbox"/> CNET 2125  | System Virtualization.....                   | 3 |

**Program Electives: 23 credits**

Select 23 credits from the following:

- |                                     |   |     |
|-------------------------------------|---|-----|
| <input type="checkbox"/> CNET 1000  | IT Exploration.....                                       | 2   |
| <input type="checkbox"/> CNET 2101♦ | Introduction to Networks .....                            | 3   |
| <input type="checkbox"/> CNET 2200♦ | Network Forensics .....                                   | 2   |
| <input type="checkbox"/> CNET 2215♦ | Managing Network Security .....                           | 3   |
| <input type="checkbox"/> CNET 2230♦ | Ethical Hacking.....                                      | 3   |
| <input type="checkbox"/> CNET 2297^ | Field Experience and Seminar.....                         | 1-4 |
| <input type="checkbox"/> CNET 2302♦ | Routing, Switching, and Wireless Essentials.....          | 3   |
| <input type="checkbox"/> CNET 2305♦ | Enterprise Networking, Security, and Automation. 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 1201  | Database Systems.....                                     | 4   |

**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. Communication  |   |
| <input type="checkbox"/> ENGL 1120♦ <b>OR</b> ENGL 1121♦ .....                   | 4 |
| <input type="checkbox"/> CMST 1110 <b>OR</b> CMST 2215 <b>OR</b> 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♦ <b>OR</b> 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 Description

The Art Transfer Pathway Associate of Fine Arts (AFA) degree program offers students a powerful option: the opportunity to complete an Associate of Fine Arts degree with course credits that directly transfer to designated Art 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 six 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

- Metropolitan State University: Studio Arts BA
- Minnesota State University, Mankato: Art BA, Art BFA
- Minnesota State University, Moorhead: Art BA
- Southwest Minnesota State University: Art Studio Emphasis BA
- St. Cloud State University: Art BFA, Art BFA (AFA Completer)
- Winona State University: Studio Art BA

### 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 through human history; and
6. Communicate informed personal reactions to works of art.

### Required Courses: 60 Total Credits

<input type="checkbox"/> ART 1107	Art History I.....	3
<input type="checkbox"/> ART 1108	Art History II .....	3
<input type="checkbox"/> ART 1115	Foundation Design I: 2 Dimensional Design.....	3
<input type="checkbox"/> ART 1117	Foundation Design II: 3 Dimensional Design.....	3
<input type="checkbox"/> ART 1141	Foundation Drawing I.....	3
<input type="checkbox"/> ART 1170	Foundation Digital Imaging I: Photoshop .....	3
<input type="checkbox"/> ART 2200♦	Portfolio and Professional Practice .....	2

**Restricted Electives: Choose a minimum of 4 courses, for a total of 12 credits from the courses below. Students are required to take at least one 2 Dimensional course and at least one 3 Dimensional course.**

#### 2 Dimensional courses:

<input type="checkbox"/> ART 1142♦	Foundation Drawing II.....	3
<input type="checkbox"/> ART 1150	Introduction to Graphic Design.....	3
<input type="checkbox"/> ART 1155	Introduction to Digital Photography .....	3
<input type="checkbox"/> ART 1165	Introduction to Black & White Film Photography .....	3
<input type="checkbox"/> ART 1241	Introduction to Painting.....	3
<input type="checkbox"/> ART 1290	Introduction to Printmaking.....	3

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

▲ Course requires Instructor permission.

#### 3 Dimensional courses:

<input type="checkbox"/> ART 1161	Introduction to Sculpture .....	3
<input type="checkbox"/> ART 1251	Introduction to Ceramics.....	3

**Free Studio Art Electives: Choose a minimum of 6 additional credits of Studio Art courses below.**

<input type="checkbox"/> ART 1116	Design II: Color Theory .....	3
<input type="checkbox"/> ART 1121	Stained Glass I.....	3
<input type="checkbox"/> ART 1122♦	Stained Glass II.....	3
<input type="checkbox"/> ART 1131	Glass Blowing I.....	3
<input type="checkbox"/> ART 1132♦	Glass Blowing II .....	3
<input type="checkbox"/> ART 1143	Introduction to Figure Drawing.....	1
<input type="checkbox"/> ART 1144	Watercolor I.....	3
<input type="checkbox"/> ART 1145♦	Watercolor II .....	3
<input type="checkbox"/> ART 1151♦	Graphic Design II.....	3
<input type="checkbox"/> ART 1162♦	Sculpture II.....	3
<input type="checkbox"/> ART 1164	Pinhole Photography .....	1
<input type="checkbox"/> ART 1166♦	Photography II .....	3
<input type="checkbox"/> ART 1171♦	Digital Imaging II.....	3
<input type="checkbox"/> ART 1172	New Media Design I.....	3
<input type="checkbox"/> ART 1173♦	New Media Design II .....	3
<input type="checkbox"/> ART 1175	Animation I.....	3
<input type="checkbox"/> ART 1242♦	Painting II .....	3
<input type="checkbox"/> ART 1252♦	Ceramics: Intermediate Wheel-Throwing.....	3
<input type="checkbox"/> ART 1271	Glass Fusing I .....	3
<input type="checkbox"/> ART 1272♦	Glass Fusing II.....	3
<input type="checkbox"/> ART 1281	Ceramics: Beginning Hand-building .....	3
<input type="checkbox"/> ART 1282♦	Ceramics: Intermediate Hand-building.....	3
<input type="checkbox"/> ART 1291♦	Introduction to Printmaking II.....	3
<input type="checkbox"/> ART 2121♦	Stained Glass III .....	3
<input type="checkbox"/> ART 2131♦	Glass Blowing III .....	3
<input type="checkbox"/> ART 2132♦	Glass Blowing IV .....	3
<input type="checkbox"/> ART 2133♦	Glass Sculpture I.....	3
<input type="checkbox"/> ART 2134♦	Glass Sculpture II .....	3
<input type="checkbox"/> ART 2165♦	Digital Photography II.....	3
<input type="checkbox"/> ART 2167♦	Photography III: Medium Format .....	3
<input type="checkbox"/> ART 2168♦	Photography IV .....	3
<input type="checkbox"/> ART 2253♦	Ceramics: Kiln-Firing.....	3
<input type="checkbox"/> ART 2254♦	Ceramics: Glaze Formulation.....	3
<input type="checkbox"/> ART 2255	Wood-Fired Ceramics.....	3

Complete at least 22 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♦ <b>OR</b> ENGL 1121♦ .....                   | 4 |
|  | <input type="checkbox"/> CMST 1110 <b>OR</b> CMST 2215 <b>OR</b> 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"/> 8. Global Perspective                 |  |   |
| <input type="checkbox"/> 9. Ethical/Civic Responsibility       |  |   |
| <input type="checkbox"/> 10. People and the Environment        |  |   |

## Art Transfer Pathway

Associate of Fine Arts (AFA) 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 (15-16 Credits)

- ☐ ART 1107 Art History I..... 3
- ☐ ART 1115 Foundation Design I: 2 Dimensional Design..... 3
- ☐ ART 1141 Foundation Drawing I..... 3
- ☐ General Ed/MnTC ..... 6-7

#### Semester Two (15 Credits)

- ☐ ART 1108 Art History II ..... 3
- ☐ ART 1117 Foundation Design II: 3 Dimensional Design..... 3
- ☐ ART 1170 Foundation Digital Imaging I: Photoshop ..... 3
- ☐ General Ed/MnTC ..... 6

#### Semester Three (15 Credits)

- ☐ ART Restricted Elective ..... 6
- ☐ ART Studio Elective..... 3
- ☐ General Ed/MnTC ..... 6

#### Semester Four (14-15 Credits)

- ☐ ART Restricted Elective ..... 6
- ☐ ART Studio Elective..... 3
- ☐ ART 2200♦ Portfolio and Professional Practice ..... 2
- ☐ General Ed/MnTC ..... 3-4

### 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.
- A minimum grade of C must be earned in all program and elective requirements.
- Completion of specific degree requirements.
- Each state university has specific program requirements for completion. Please speak with your advisor about requirements at receiving institutions.
- To complete your program, please submit the appropriate application found [here](#).
- 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**

The Associate of Fine Arts (AFA) in Creative Writing degree program 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.
- Completion of specific degree requirements.
- To complete your program, please submit the appropriate application found [here](#).
- 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: Paths to Publication..... 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 Adults ....3

**Program Electives: 9 credits**

Choose a minimum of 9 credits from the following courses:

- ☐ ENGL 2203 The Novel ..... 3
- ☐ ENGL 2204 Short Stories ..... 3
- ☐ ENGL 2207 Drama ..... 3
- ☐ ENGL 2208 Poetry ..... 3
- ☐ ENGL 2209 Children's Literature ..... 3
- ☐ ENGL 2210 Global Literature ..... 3
- ☐ ENGL 2220 British Literature to 1800 ..... 3
- ☐ ENGL 2225 British Literature Since 1800 ..... 3
- ☐ ENGL 2230 American Literature to 1865..... 3
- ☐ ENGL 2235 American Literature Since 1865..... 3

**General Education/MnTC Requirements: 29 credits**

Distribution requirements are satisfied through completion of the 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** ENGL 1121 ♦ ..... 4
    - ☐ B. CMST 1110 **OR** CMST 2215 **OR** CMST 2220..... 3
  - ☐ 2. Critical Thinking (*three courses required*)
  - ☐ 3. Natural Science (*two courses required; one from each of two departments; one must include a lab*)
  - ☐ 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.

(continued)

2022-2023

## Creative Writing

Associate of Fine Arts (AFA) Degree

- ☐ 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.



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**Program Information**

The Associate of Fine Arts (AFA) in Music degree 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.
- A minimum grade of C must be earned in all program requirements.
- Completion of specific degree requirements.
- To complete your program, please submit the appropriate application found [here](#).
- 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.		
<input type="checkbox"/> 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**

Associate of Fine Arts (AFA) Degree

**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
<b>1<sup>st</sup> YEAR</b>	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
	<b>TOTAL ..... 18</b>	<b>TOTAL ..... 16</b>
<b>2<sup>nd</sup> YEAR</b>	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
	<b>TOTAL ..... 18</b>	MUSC Elective Course ..... 3
		<b>TOTAL ..... 16</b>

♦ 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 Associate of Fine Arts (AFA) degree program 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 six 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

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

## 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 Required Courses:

- |                                     |   |   |
|-------------------------------------|---|---|
| <input type="checkbox"/> THTR 1101  | Introduction to the Theatre.....                | 3 |
| <input type="checkbox"/> THTR 1109* | Practical Experience in Theatre .....           | 2 |
| <input type="checkbox"/> THTR 2165  | Stage Management.....                           | 3 |
| <input type="checkbox"/> THTR 2205  | Acting Movement.....                            | 3 |
| <input type="checkbox"/> THTR 2211  | Stagecraft (credits included in the MnTC below) |   |
| <input type="checkbox"/> THTR 2220♦ | Play Directing.....                             | 3 |
| <input type="checkbox"/> THTR 2230  | Survey of Drama.....                            | 3 |

\*May be taken for one or two credits; two credits are required for the degree.

### Choose one of the two following courses:

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

Complete at least 40 credits in courses from the Minnesota Transfer Curriculum (MnTC), including all courses listed. You must complete all ten goal areas and maintain a cumulative 2.0 GPA for the entire MnTC. One course may satisfy more than one goal area, but the course credits may be counted only once.

- |                              |  |
|------------------------------|--|
| <input type="checkbox"/> 1.  | Communication ( <i>two courses required; one from A and one from B; at least 6 credits total</i> )   |
|                              | <input type="checkbox"/> A. ENGL 1120♦ <b>OR</b> ENGL 1121♦  |
|                              | <input type="checkbox"/> B. CMST 1110 <b>OR</b> CMST 2215  |
| <input type="checkbox"/> 2.  | Critical Thinking** ( <i>three courses required</i> )  |
| <input type="checkbox"/> 3.  | Natural Science ( <i>two courses required; one from each of two departments; one must include a lab; at least 6 credits total</i> )                            |
| <input type="checkbox"/> 4.  | Mathematical/Logical Reasoning ( <i>one course required of at least 3 credits</i> )  |
| <input type="checkbox"/> 5.  | History/Social/Behavioral Sciences ( <i>one course of at least 3 credits is required from A or C; PSYC 1110 is required from B; at least 6 credits total</i> ) |
|                              | <input type="checkbox"/> A. Economics/Geography  |
|                              | <input type="checkbox"/> B. Anthropology/Psychology/Sociology ( <i>PSYC 1110 required</i> )  |
|                              | <input type="checkbox"/> C. History/Political Science  |
| <input type="checkbox"/> 6.  | Humanities/Fine Arts ( <i>one course of at least 3 credits is required from A or B; THTR 2211 is required from C; at least 6 credits total</i> )               |
|                              | <input type="checkbox"/> A. Literature   |
|                              | <input type="checkbox"/> B. Humanities/Philosophy  |
|                              | <input type="checkbox"/> C. Art/Music/Theatre ( <i>THTR 2211 required</i> )  |
| <input type="checkbox"/> 7.  | Human Diversity*** ( <i>one course required of at least 3 credits</i> )  |
| <input type="checkbox"/> 8.  | Global Perspective ( <i>one course required of at least 3 credits</i> )  |
| <input type="checkbox"/> 9.  | Ethical/Civic Responsibility ( <i>one course required of at least 3 credits</i> )  |
| <input type="checkbox"/> 10. | People and the Environment ( <i>one course required of at least 3 credits</i> )  |

\*\*For students who complete all courses for this degree at Anoka-Ramsey, if they take ENGL 1120 **or** ENGL 1121, and CMST 1110 **or** CMST 2215, and THTR 1101, they will have completed MnTC Goal Area 2.

\*\*\*For students who complete all courses for this degree at Anoka-Ramsey, PSYC 1110 will also satisfy MnTC Goal Area 7.

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)

2022-2023

## Theatre Transfer Pathway

Associate of Fine Arts (AFA) 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 (16 Credits)

- ☐ THTR 1101 Introduction to the Theatre..... 3
- ☐ THTR 1109 Practical Experience in Theatre ..... 1
- ☐ THTR 2205 Acting Movement ..... 3
- ☐ General Ed/MnTC ..... 9

#### Semester Two (15 Credits)

- ☐ ENGL 1120 ♦ Cross-Current College Writing and Critical Reading  
**OR**
- ☐ ENGL 1121 ♦ College Writing and Critical Reading ..... 4
- ☐ THTR 2206 Acting Vocal  
**OR**
- ☐ THTR 2270 Auditioning ..... 3
- ☐ THTR 2211 Stagecraft (credits included in MnTC)..... 3
- ☐ General Ed/MnTC ..... 5

#### Semester Three (15 Credits)

- ☐ PSYC 1110 General Psychology..... 4
- ☐ THTR 1109 Practical Experience in Theatre ..... 1
- ☐ THTR 2165 Stage Management..... 3
- ☐ THTR 2230 Survey of Drama..... 3
- ☐ General Ed/MnTC ..... 4

#### Semester Four (14 Credits)

- ☐ CMST 1110 Introduction to Communication  
**OR**
- ☐ CMST 2215 Public Speaking ..... 3
- ☐ THTR 2220 ♦ Play Directing..... 3
- ☐ General Ed/MnTC ..... 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.
- A minimum grade of C must be earned in all program requirements.
- Completion of specific degree requirements.
- Each state university has specific program requirements for completion. Please speak with your advisor about requirements at receiving institutions.

♦ *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.

- To complete your program, please submit the appropriate application found [here](#).
- The requirements of this program are subject to change without notice.



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AnokaRamsey.edu

## Accounting Transfer Pathway

Associate of Science (AS) Degree

### Program Description

The Accounting Transfer Pathway Associate of Science (AS) degree program offers students a powerful option: the opportunity to complete an Associate of Science degree with course credits that directly transfer to designated Accounting 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: Accounting BS
- Metropolitan State University: Accounting BS
- Minnesota State University, Mankato: Accounting BS
- Minnesota State University, Moorhead: Accounting BS
- Southwest Minnesota State University: Accounting BS
- St. Cloud State University: Accounting BS
- Winona State University: Accounting BS

### 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.

### Required Courses: 60 Total Credits

<input type="checkbox"/> BUS 1104	Written Business Communications.....	3
<input type="checkbox"/> BUS 1112	Computer Concepts and Applications .....	3
<input type="checkbox"/> BUS 1134♦	Computerized 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 2142	Principles of Marketing.....	4
<input type="checkbox"/> BUS 2215	Legal Environment of Business .....	3
<input type="checkbox"/> BUS 2244	Principles of Management .....	4

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♦ <b>OR</b> ENGL 1121♦ .....    | 4 |
| <input type="checkbox"/> CMST 1110 <b>OR</b> CMST 2220.....       | 3 |
| <input type="checkbox"/> 2. Critical Thinking                     |   |
| <input type="checkbox"/> 3. Natural Science                       |   |
| <input type="checkbox"/> One course with lab required .....       | 4 |
| <input type="checkbox"/> 4. Mathematical/Logical Reasoning        |   |
| <input type="checkbox"/> MATH 1114♦ .....                         | 4 |
| <input type="checkbox"/> MATH 1200 (or higher)♦ .....             | 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"/> Choose course(s) totaling 3 credits..... | 3 |
| <input type="checkbox"/> 7. Human Diversity                       |   |
| <input type="checkbox"/> Choose course(s) totaling 3 credits..... | 3 |
| <input type="checkbox"/> 8. Global Perspective                    |   |
| <input type="checkbox"/> 9. Ethical/Civic Responsibility          |   |
| <input type="checkbox"/> 10. People and the Environment           |   |

### 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.

♦ *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.

**Accounting Transfer Pathway**

Associate of Science (AS) Degree

**Semester One (14 Credits)**

- ☐ BUS 1112 Computer Concepts and Applications ..... 3
- ☐ BUS 2125 Financial Accounting ..... 4
- ☐ ENGL 1120 ♦ Cross-Current College Writing and Critical Reading  
**OR**
- ☐ ENGL 1121 ♦ College Writing and Critical Reading ..... 4
- ☐ MATH 1200 ♦ College Algebra (or higher) ..... 3

**Semester Two (15 Credits)**

- ☐ BUS 2126 ♦ Managerial Accounting ..... 4
- ☐ CMST 1110 Introduction to Communication  
**OR**
- ☐ CMST 2220 Interpersonal Communication ..... 3
- ☐ MATH 1114 ♦ Introduction to Statistics ..... 4
- ☐ General Ed/MnTC with lab (Goal 3) ..... 4

**Semester Three (16 Credits)**

- ☐ BUS 1104 Written Business Communications ..... 3
- ☐ BUS 1143 Decision Making Using Excel ..... 3
- ☐ BUS 2244 Principles of Management ..... 4
- ☐ ECON 2205 Principles of Macroeconomics ..... 3
- ☐ General Ed/MnTC (Goal 6 or 7) ..... 3

**Semester Four (15 Credits)**

- ☐ BUS 1134 ♦ Computerized Accounting ..... 2
- ☐ BUS 2142 Principles of Marketing ..... 4
- ☐ BUS 2215 Legal Environment of Business ..... 3
- ☐ ECON 2206 Principles of Microeconomics ..... 3
- ☐ General Ed/MnTC (Goal 6 or 7) ..... 3

**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.
- A minimum grade of C must be earned in all program requirements.
- Completion of specific degree requirements.
- Each state university has specific program requirements for completion. Please speak with your advisor about requirements at receiving institutions.
- To complete your program, please submit the appropriate application found [here](#).
- 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**

The Associate of Science (AS) in Alcohol and Drug Counseling Studies degree program is designed for students interested in the field of alcohol and drug counseling. The program prepares graduates for the written test and oral examination which are required for Minnesota state licensure. The 28-credit Alcohol and Drug Counseling Certificate is completed as part of the Alcohol and Drug Counseling Studies Associate of Science degree. Completion of the certificate allows the student to practice under a temporary ADC licensure en route to earning a Bachelor's degree within five years. (NOTE: the written test and case review must be satisfied as defined by the Minnesota Board of Behavioral Health and Therapy).

**Program Goals**

Upon completion of the program, graduates will demonstrate achievement of program outcomes by being able to:

1. Apply and demonstrate competency of counseling services to people with substance abuse disorders, as defined by the 12 core functions;
2. Apply the established diagnostic criteria for substance use disorder and describe treatment modalities and placement criteria within the continuum of care;
3. Apply a variety of models and theories of addiction and other problems related to substance abuse;
4. Demonstrate clinical writing skills for professional documentation; and
5. Apply laws, rules, and ethical guidelines related to the State of Minnesota and the addiction counseling profession.

**Program Admission & Related Requirements**

Program admission requires completion of Alcohol and Drug Counseling Orientation. Clinical/practicum facilities require students to maintain specific requirements to ensure student and client health and safety. Proof that these requirements are met must be furnished by the student and include but are not limited to:

- A recent physical examination including current immunity titers and a current negative Tuberculosis (TB) screening.
- Current certification in American Heart Association: BLS Healthcare Provider is required for all Clinical/Practicum courses.
- A cleared Background Study is required from the State of Minnesota.

**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.
- A minimum grade of C must be earned in all program requirements.
- All ADCS courses must be completed at ARCC or have been approved for credit for prior learning.
- Completion of specific degree requirements.
- To complete your program, please submit the appropriate application found [here](#).
- 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.

**Developmental Courses**

Successful entry into this program requires a specific level of skill in the areas of English and Reading. Admission requires an ability to do college level reading and writing as demonstrated by meeting enrollment requirements for ENGL 1121.

**Program Requirements: 25 credits**

- ☐ ADCS 1110◆ Pharmacology for Substance Use Disorder..... 3
- ☐ ADCS 1120◆ Substance Use Disorder Assessment..... 4
- ☐ ADCS 1200◆ Substance Use Disorder Counseling..... 4
- ☐ ADCS 1210◆ Substance Use Disorder Case Management..... 4
- ☐ ADCS 2297◆ Substance Use Disorder Counseling Practicum I.... 5
- ☐ ADCS 2298◆ Substance Use Disorder Counseling Practicum II .. 5

**General Education/MnTC: 32 credits**

Complete at least 32 credits from the Minnesota Transfer Curriculum (MnTC), including all courses listed. You must complete at least one course in six of the ten goal areas. One course may satisfy more than one goal area, but the course credits may be counted only once.

- ☐ 1. Communication
  - ☐ ENGL 1120◆ **OR** ENGL 1121◆ ..... 4
  - ☐ CMST 1110 **OR** CMST 2215 **OR** CMST 2220 ..... 3
- ☐ 2. Critical Thinking
- ☐ 3. Natural Science
- ☐ 4. Mathematical/Logical Reasoning
- ☐ 5. History/Social/Behavioral Sciences
  - ☐ PSYC 1110 ..... 4
  - OR**
  - ☐ SOC 1111 ..... 3
- ☐ 6. Humanities/Fine Arts
  - ☐ PHIL 1110 **OR** PHIL 1200 ..... 3
- ☐ 7. Human Diversity
- ☐ 8. Global Perspective
- ☐ 9. Ethical/Civic Responsibility
- ☐ 10. People and the Environment

**Wellness Requirement: 3 credits**

- ☐ HPER 1102 Drugs, Alcohol, and Tobacco..... 3

Program note: A Bachelor's degree from an accredited school or educational program is required for licensure. Eighteen semester credits of alcohol and drug counseling academic course work; 880 clock hours of supervised alcohol and drug counseling practicum, and written examination that demonstrates competence in the core functions must also be successfully completed for licensure.

**Alcohol & Drug Counseling Studies**

Associate of Science (AS) Degree

**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
<b>1<sup>st</sup> YEAR</b>	ADCS 1110.....3	ADCS 1200.....4
	ADCS 1120 .....4	ADCS 1210 .....4
	ENGL 1120/1121 .....4	CMST 1110/2215/2220.....3
	HPER 1102.....3	PSYC 1110 or SOC 1111.....3-4
	Gen Ed ..... 1-2	<b>TOTAL ..... 14-15</b>
	<b>TOTAL ..... 15-16</b>	
<b>2<sup>nd</sup> YEAR</b>	Fall Semester	Spring Semester
	ADCS 2297.....5	ADCS 2298.....5
	PHIL 1110 or PHIL 1200.....3	Gen Ed .....10
	Gen Ed .....7	<b>TOTAL ..... 15</b>
	<b>TOTAL ..... 15</b>	

◆ *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 (AS) in Applied Engineering Technology-Biomedical Design and Manufacturing degree 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: [AnokaRamsey.edu/BMED](http://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.
- A minimum grade of C must be earned in all program requirements.
- Completion of specific degree requirements.
- To complete your program, please submit the appropriate application found [here](#).
- 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 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♦ <b>OR</b> 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 Associate of Science (AS) degree program 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: Biology BA, Biology BS
- Metropolitan State University: Biology BA
- Minnesota State University, Mankato: Biology BS
- Minnesota State University, Moorhead: Biology BA
- Southwest Minnesota State University: Biology BA
- St. Cloud State University: Life Sciences BES, Biology BS: Biodiversity, Ecology and Evolution
- Winona State University: Biology BS (Allied Health, Cell & Molecular, Ecology, Environmental Science)

### 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♦ <b>OR</b> ENGL 1121♦ .....                    | 4   |
| <input type="checkbox"/> CMST 1110 <b>OR</b> CMST 2215 <b>OR</b> CMST 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 course (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.
- A minimum grade of C must be earned in all program requirements.
- Completion of specific degree requirements.
- Each state university has specific program requirements for completion. Please speak with your advisor about requirements at receiving institutions.
- To complete your program, please submit the appropriate application found [here](#).
- 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**

The Associate of Science (AS) in Biomedical Technology degree 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: [AnokaRamsey.edu/BMED](http://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, mathematics, or reading. 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.
- 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 complete your program, please submit the appropriate application found [here](#).
- 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 |
| <b>OR</b>                           |  |   |
| <input type="checkbox"/> ENGL 1104  | Technical Writing .....                          | 3 |
| <input type="checkbox"/> CAOR 1102  | Career Exploration.....                          | 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♦ <b>OR</b> ENGL 1121♦ .....                   | 4   |
| <input type="checkbox"/> CMST 1110 <b>OR</b> CMST 2215 <b>OR</b> 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♦ <b>OR</b> 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**

Associate of Science (AS) Degree

**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 <sup>st</sup> YEAR	BMED 1100 .....2 BMED 2100 .....3 Gen. Ed. or Electives.... 9-11 <b>TOTAL ..... 14-16</b>	BMED 1102 .....2 BMED 2200.....3 Gen. Ed. or Electives.... 9-11 <b>TOTAL ..... 14-16</b>
2 <sup>nd</sup> YEAR	Fall Semester BMED 2520 or ENGL 1104 ..3 BMED 2300.....3 BMED 2600.....2 Gen. Ed. or Electives..... 6-8 <b>TOTAL ..... 14-16</b>	Spring Semester BIOL 1104.....4 Gen. Ed. or Electives...10-12 <b>TOTAL ..... 14-16</b>

◆ *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 (AS) in Business, Industry and Technology degree program 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.

**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.
- A minimum grade of C must be earned in all program requirements.
- Completion of specific degree requirements.
- To complete your program, please submit the appropriate application found [here](#).
- 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)

2022-2023

## Business, Industry & Technology

Associate of Science (AS) Degree

- ☐ 1. Communication
  - ☐ 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

### 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
	BUS 1112 ..... 3 ENGL 1120/1121 ..... 4 Courses from Option 1 or Option 2 ..... 8 <b>TOTAL</b> ..... <b>15</b>	BUS 1104 ..... 3 BUS 2125 ..... 4 ECON 2205 ..... 3 MATH 1114 ..... 4 <b>TOTAL</b> ..... <b>14</b>
2 <sup>nd</sup> YEAR	Fall Semester	Spring Semester
	ECON 2206 ..... 3 MATH 1200 ..... 3 Courses from Option 1 or Option 2 ..... 9 <b>TOTAL</b> ..... <b>15</b>	Courses from Option 1 or Option 2 ..... 16 <b>TOTAL</b> ..... <b>16</b>

♦ 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.



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### Program Description

The Business Transfer Pathway Associate of Science (AS) degree program 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: Business Administration BS
- Metropolitan State University: Business Administration BS, Entrepreneurship & Innovation BS, Finance BS, Human Resource Management BS, International Business BS, Management BS, Marketing BS, Supply Chain & Operations BS
- Minnesota State University, Mankato: Finance BS (Corporate Finance, Financial Planning & Insurance, General Finance, Institutional Finance, Investment Analysis), International Business BS, Management BS (Business Management or Human Resource Management), Marketing BS
- Minnesota State University, Moorhead: Business Administration BS
- Southwest Minnesota State University: Management BS (General Management, Human Resources Management, Supply Chain Management)
- St. Cloud State University: General Business BS, Management BS, Management BS (Human Resources Concentration, Operations Management Concentration), Marketing BS
- Winona State University: Business Administration BS

### 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"/> Elective:	Choose 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♦ <b>OR</b> ENGL 1121♦ .....                              | 4 |
|  | <input type="checkbox"/> CMST 1110 <b>OR</b> CMST 2215 <b>OR</b> CMST 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 ( <i>one course from B or C</i> ) | <input type="checkbox"/> ECON 2205.....   | 3 |
|  | <input type="checkbox"/> B. Anthropology/Psychology/Sociology<br>(PSYC 1110 is recommended) |   |
|  | <input type="checkbox"/> C. History/Political Science                                       |   |
| <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

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.

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

^ Course requires Instructor permission.

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

**Business Transfer Pathway**

Associate of Science (AS) Degree

**Semester One (16 Credits)**

- ☐ BUS 1101 Introduction to Business..... 3
- ☐ BUS 1112 Computer Concepts and Applications ..... 3
- ☐ BUS 2215 Legal Environment of Business ..... 3
- ☐ CMST 1110 Introduction to Communication  
**OR**
- ☐ CMST 2215 Public Speaking  
**OR**
- ☐ CMST 2220 Interpersonal Communication..... 3
- ☐ ENGL 1120♦ Cross-Current College Writing and Critical Reading  
**OR**
- ☐ ENGL 1121♦ College Writing and Critical Reading ..... 4

**Semester Two (14 Credits)**

- ☐ BUS 1104 Written Business Communications..... 3
- ☐ BUS 2125 Financial Accounting..... 4
- ☐ ECON 2205 Principles of Macroeconomics..... 3
- ☐ MATH 1114♦ Introduction to Statistics..... 4

**Semester Three (15-16 Credits)**

- ☐ BUS 2126♦ Managerial Accounting..... 4
- ☐ ECON 2206 Principles of Microeconomics ..... 3
- ☐ MATH 1200♦ College Algebra..... 3
- ☐ MnTC Goal 5B or 5C  
(PSYC 1110 General Psychology is recommended)..... 3-4
- ☐ BUS Electives ..... 2

**Semester Four (14-15 Credits)**

- ☐ BUS 2142 Principles of Marketing..... 4
- ☐ BUS 2244 Principles of Management ..... 4
- ☐ MnTC remaining goal areas..... 3-4
- ☐ MnTC remaining goal areas..... 3

**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.
- A minimum grade of C must be earned in all program requirements.
- Completion of specific degree requirements.
- Each state university has specific program requirements for completion. Please speak with your advisor about requirements at receiving institutions.
- To complete your program, please submit the appropriate application found [here](#).
- 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 Description

The Chemistry Transfer Pathway Associate of Science (AS) degree program offers students a powerful option: the opportunity to complete an Associate of Science degree with course credits that directly transfer to designated Chemistry 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: Chemistry BA, Chemistry BS
- Metropolitan State University: Chemistry BS
- Minnesota State University, Mankato: Chemistry BS (ACS Approved)
- Minnesota State University, Moorhead: Chemistry BA, Chemistry BS
- Southwest Minnesota State University: Chemistry BA
- St. Cloud State University: Chemistry BS (ACS Approved)
- Winona State University: Chemistry BS (General), Chemistry BS (ACS Environmental Chemistry, ACS Material Chemistry)

### Program Goals

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

1. Demonstrate basic knowledge and understanding of the fundamentals of experimental and theoretical chemistry;
2. Explain and apply skills in analytical thinking and problem solving, and apply scientific methods to experimental data;
3. Demonstrate skills in laboratory operations including making accurate and precise measurements, preparing solutions, operating instrumentation, experimental design, and the interpretation and reporting of quantitative and qualitative data and results;
4. Communicate their own data and analysis in oral and written communications that uses tables and graphs, describe detailed experimental procedures, and clearly explain conclusions, in order to create clear and compelling papers, posters, or presentations;
5. Work both independently and collaboratively in the classroom and in the laboratory; and
6. Apply learned concepts to everyday situations and experiences, and critically evaluate contributions to science reported in the media; identify valid approaches to scientific problem solving and reporting.

### Required Courses: 60 Total Credits

<input type="checkbox"/> CHEM 1061 ♦	Principles of Chemistry I .....	4
<input type="checkbox"/> CHEM 1062 ♦	Principles of Chemistry II .....	4
<input type="checkbox"/> CHEM 2061 ♦	Organic Chemistry I .....	5
<input type="checkbox"/> CHEM 2062 ♦	Organic Chemistry II .....	5
<input type="checkbox"/> MATH 1400 ♦	Calculus I .....	5
<input type="checkbox"/> MATH 1401 ♦	Calculus II .....	5
<input type="checkbox"/> PHYS 1327 ♦	College Physics I .....	6
<input type="checkbox"/> PHYS 1328 ♦	College Physics II .....	6

Complete at least 20 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 ♦ <b>OR</b> ENGL 1121 ♦	4
<input type="checkbox"/> CMST 1110 <b>OR</b> CMST 2215 <b>OR</b> CMST 2220	3
<input type="checkbox"/> 2. Critical Thinking	
<input type="checkbox"/> 3. Natural Science	
<input type="checkbox"/> CHEM 1061 ♦	4
<input type="checkbox"/> CHEM 1062 ♦	4
<input type="checkbox"/> PHYS 1327 ♦	6
<input type="checkbox"/> PHYS 1328 ♦	6
<input type="checkbox"/> 4. Mathematical/Logical Reasoning	
<input type="checkbox"/> MATH 1400 ♦	5
<input type="checkbox"/> MATH 1401 ♦	5

**Choose courses from at least two of the following areas, totaling 13 credits:**

- ☐ 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.

## Chemistry 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 (16 Credits)

- ☐ CHEM 1061 ♦ Principles of Chemistry I ..... 4
- ☐ ENGL 1120 ♦ Cross-Current College Writing and Critical Reading  
**OR**
- ☐ ENGL 1121 ♦ College Writing and Critical Reading ..... 4
- ☐ MATH 1400 ♦ Calculus I ..... 5
- ☐ General Ed/MnTC ..... 3

## Semester Two (15 Credits)

- ☐ CHEM 1062 ♦ Principles of Chemistry II ..... 4
- ☐ CMST 1110 Introduction to Communication  
**OR**
- ☐ CMST 2215 Public Speaking  
**OR**
- ☐ CMST 2220 Interpersonal Communication ..... 3
- ☐ MATH 1401 ♦ Calculus II ..... 5
- ☐ General Ed/MnTC ..... 3

## Semester Three (14 Credits)

- ☐ CHEM 2061 ♦ Organic Chemistry I ..... 5
- ☐ PHYS 1327 ♦ College Physics I ..... 6
- ☐ General Ed/MnTC ..... 3

## Semester Four (15 Credits)

- ☐ CHEM 2062 ♦ Organic Chemistry II ..... 5
- ☐ PHYS 1328 ♦ College Physics II ..... 6
- ☐ General Ed/MnTC ..... 4

## 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.
- A minimum grade of C must be earned in all program requirements.
- Completion of specific degree requirements.
- Each state university has specific program requirements for completion. Please speak with your advisor about requirements at receiving institutions.

♦ 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.

- To complete your program, please submit the appropriate application found [here](#).
- The requirements of this program are subject to change without notice.

**Program Information**

The Associate of Science (AS) in Computer Networking 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: [AnokaRamsey.edu/](http://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.
- A minimum grade of C must be earned in all program requirements.
- 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 complete your program, please submit the appropriate application found [here](#).
- The requirements of this program are subject to change without notice.

**Program Requirements: 18 credits**

- |                          |            |   |   |
|--------------------------|------------|---|---|
| <input type="checkbox"/> | CNET 1100  | Introduction to Information Technology .....      | 3 |
| <input type="checkbox"/> | CNET 1212  | Client Operating Systems .....                    | 3 |
| <input type="checkbox"/> | CNET 1213♦ | Server Operating Systems .....                    | 3 |
| <input type="checkbox"/> | CNET 2101♦ | Introduction to Networks .....                    | 3 |
| <input type="checkbox"/> | CNET 2302♦ | Routing, Switching, and Wireless Essentials.....  | 3 |
| <input type="checkbox"/> | CNET 2305♦ | Enterprise Networking, Security, and Automation . | 3 |

**Additional Requirements: 12 credits**

- |                          |          |  |   |
|--------------------------|----------|--|---|
| <input type="checkbox"/> | BUS 1103 | Human Relations in the Workplace ..... | 3 |
| <b>OR</b>                |          |  |   |
| <input type="checkbox"/> | BUS 1145 | Customer Service.....                  | 3 |

Electives: Select a minimum of 9 credits from the following:

- |                          |            |   |     |
|--------------------------|------------|---|-----|
| <input type="checkbox"/> | CNET 1000  | IT Exploration.....                                       | 2   |
| <input type="checkbox"/> | CNET 1105  | Introduction to Cybersecurity .....                       | 1   |
| <input type="checkbox"/> | CNET 2110♦ | Principles of IT Security .....                           | 3   |
| <input type="checkbox"/> | CNET 2114  | Fundamentals of Linux/UNIX.....                           | 3   |
| <input type="checkbox"/> | CNET 2125  | System Virtualization.....                                | 3   |
| <input type="checkbox"/> | CNET 2200♦ | Network Forensics .....                                   | 2   |
| <input type="checkbox"/> | CNET 2215♦ | Managing Network Security .....                           | 3   |
| <input type="checkbox"/> | CNET 2230♦ | Ethical Hacking.....                                      | 3   |
| <input type="checkbox"/> | CNET 2297^ | Field Experience and Seminar.....                         | 1-4 |
| <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♦ <b>OR</b> ENGL 1121♦ .....                   |
|                          | <input type="checkbox"/>              | CMST 1110 <b>OR</b> CMST 2215 <b>OR</b> CMST 2220 ..... |
| <input type="checkbox"/> | 2. Critical Thinking                  |   |
| <input type="checkbox"/> | 3. Natural Science                    |   |
| <input type="checkbox"/> | 4. Mathematical/Logical Reasoning     |   |
|                          | <input type="checkbox"/>              | MATH 1200♦ <b>OR</b> PHIL 1105 .....                    |
| <input type="checkbox"/> | 5. History/Social/Behavioral Sciences |   |
|                          | <input type="checkbox"/>              | ECON 2205.....  |
| <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
1 <sup>st</sup> YEAR	CNET 1100 ..... 3	CNET 1213..... 3
	CNET 1212..... 3	CNET 2101 ..... 3
	GenEd or Electives .8-10	CNET 2302..... 3
	<b>TOTAL ..... 14-16</b>	GenEd or Electives... 5-7
		<b>TOTAL ..... 14-16</b>
	Fall Semester	Spring Semester
2 <sup>nd</sup> YEAR	BUS 1103 or BUS 1145.... 3	GenEd or Electives.14-16
	CNET 2305..... 3	
	GenEd or Electives. 8-10	
	<b>TOTAL ..... 14-16</b>	<b>TOTAL ..... 14-16</b>

♦ *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 Computer Science Transfer Pathway Associate of Science (AS) degree program offers students a powerful option: the opportunity to complete an Associate of Science degree with course credits that directly transfer to designated Computer Science 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 six 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: Computer Science BS
- Metropolitan State University: Computer Science BS
- Minnesota State University, Moorhead: Computer Science BS
- Southwest Minnesota State University: Computer Science BS
- St. Cloud State University: Computer Science BS
- Winona State University: Computer Science BS (Bioinformatics, Computer Information, Human Interaction)

### Program Goals

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

1. Design and implement algorithms to solve problems in various application domains;
2. Design and write software solutions utilizing appropriate data structures incorporating object-oriented principles and best practices;
3. Be fluent in two or more programming languages;
4. Understand ethical and moral issues as related to software development;
5. Understand the computer's architecture as it relates to the design of software solutions; and
6. Have a strong educational base to become a life-long learner in the field of Computer Science.

### Required Courses: 60 Total Credits

- |                                      |  |   |
|--------------------------------------|--|---|
| <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 |
| <input type="checkbox"/> CSCI 2021 ♦ | Machine Architecture and Organization .....                | 4 |
| <input type="checkbox"/> CSCI 2100 ♦ | Discrete Mathematics .....                                 | 4 |
|                                      | <i>(Cross-listed as MATH 2100)</i>                         |   |

### Choose at least 11 credits from the following electives:

- |                                       |   |   |
|---------------------------------------|---|---|
| <input type="checkbox"/> CNET 2101 ♦  | Introduction to Networks .....                        | 3 |
| <input type="checkbox"/> CSCI 1115    | Visual Basic Programming .....                        | 3 |
| <input type="checkbox"/> CSCI 1125 ♦* | Object-Oriented Programming Using Java.....           | 3 |
| <input type="checkbox"/> CSCI 1155 ♦  | Introduction to Functional Language Programming ..... | 1 |
| <input type="checkbox"/> CSCI 1201    | Database Systems.....                                 | 4 |
| <input type="checkbox"/> CSCI 2253 ♦  | Assembly Language Programming .....                   | 4 |
| <input type="checkbox"/> ENGR 2218 ♦  | Digital Logic.....                                    | 4 |
| <input type="checkbox"/> MATH 1201 ♦  | College Algebra II and Trigonometry .....             | 4 |
| <input type="checkbox"/> MATH 1210 ♦  | Pre-Calculus .....                                    | 5 |
| <input type="checkbox"/> MATH 1401 ♦  | Calculus II .....                                     | 5 |

*\*Transfer Note: Students intending to transfer should choose the following elective: CSCI 1125.*

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 ♦ <b>OR</b> ENGL 1121 ♦ ..... | 4   |
| <input type="checkbox"/> CMST 1110* <b>OR</b> CMST 2220 .....    | 3   |
|  | <i>*Students may take CMST 2215 in place of CMST 1110 (required by Minnesota State University, Mankato)</i> |
| <input type="checkbox"/> 2. Critical Thinking                    |   |
| <input type="checkbox"/> 3. Natural Science                      |   |
| <input type="checkbox"/> 4. Mathematical/Logical Reasoning       |   |
| <input type="checkbox"/> MATH 1400 ♦ .....                       | 5   |
| <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.

(continued)

2022-2023

## Computer Science 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 (16-17 Credits)

- ☐ CSCI 1101 ♦ Introduction to Computer Science and Problem-Solving ..... 3
- ☐ ENGL 1120 ♦ Cross-Current College Writing and Critical Reading  
**OR**
- ☐ ENGL 1121 ♦ College Writing and Critical Reading ..... 4
- ☐ MATH 1400 ♦ Calculus I ..... 5
- ☐ General Ed/MnTC ..... 4-5

#### Semester Two (16-17 Credits)

- ☐ CMST 1110 Introduction to Communication  
**OR**
- ☐ CMST 2220 Interpersonal Communication ..... 3
- ☐ CSCI 1106 ♦ Fundamentals of Computer Science I ..... 4
- ☐ CSCI 2100 ♦ Discrete Mathematics ..... 4
- ☐ General Ed/MnTC ..... 5-6

#### Semester Three (15-16 Credits)

- ☐ CSCI 2021 ♦ Machine Architecture and Organization ..... 4
- ☐ General Ed/MnTC ..... 11-12

#### Semester Four (11-14 Credits)

- ☐ CSCI 1107 ♦ Fundamentals of Computer Science II ..... 4
- ☐ CSCI 1125 ♦ Object-Oriented Programming Using Java ..... 3
- ☐ General Ed/MnTC ..... 4-7

### 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.
- A minimum grade of C must be earned in all program requirements.
- Courses within the 30 credit program must be completed within three years. Student may petition to extend the window beyond the three years.
- Completion of specific degree requirements.
- Each state university has specific program requirements for completion. Please speak with your advisor about requirements at receiving institutions.

♦ 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.

- To complete your program, please submit the appropriate application found [here](#).
- The requirements of this program are subject to change without notice.



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**Program Information**

Cybersecurity is one of the fastest-growing career categories in the world and the need for skilled professionals to help prevent damaging and costly security breaches is at an all-time high. The Associate of Science (AS) in Cybersecurity degree program places emphasis on the fundamental skills and knowledge required to safeguard an organization's information and defend systems while preparing students for successful transfer to a four-year institution to continue their studies in computer and/or network security related fields.

**Program Goals**

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

1. Demonstrate knowledge and understanding of essential facts, concepts, design principles, policies, laws, and threats relating to computer and network security;
2. Identify and explain the impact of technology on individuals and organizations, including security and ethical issues;
3. Configure and administer systems and networks with an understanding of vulnerabilities and defensive techniques utilized to keep data secure; and
4. Communicate effectively with individuals in and outside of the field.

**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.
- A minimum grade of C must be earned in all program requirements.
- Completion of specific degree requirements.
- To complete your program, please submit the appropriate application found [here](#).
- The requirements of this program are subject to change without notice.

**Program Requirements: 30 credits**

- ☐ CNET 1100 Introduction to Information Technology ..... 3
- ☐ CNET 1105 Introduction to Cybersecurity ..... 1
- ☐ CNET 2101♦ Introduction to Networks ..... 3
- ☐ CNET 2110♦ Principles of IT Security ..... 3
- ☐ CNET 2114 Fundamentals of Linux/UNIX..... 3
- ☐ CNET 2125 System Virtualization..... 3
- ☐ CNET 2200♦ Network Forensics ..... 2
- ☐ CNET 2215♦ Managing Network Security ..... 3
- ☐ CNET 2230♦ Ethical Hacking..... 3
- ☐ CNET 2302♦ Routing, Switching, and Wireless Essentials..... 3
- ☐ CSCI 1101♦ Introduction to Computer Science and Problem-Solving..... 3

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

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 goal area, but the course credits may be counted only once.

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

**Program Sequence:**

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

	Fall Semester	Spring Semester
<b>1<sup>st</sup> YEAR</b>	CNET 1100 ..... 3	CNET 2101 ..... 3
	CNET 1105 ..... 1	CNET 2302..... 3
	CSCI 1101 ..... 3	Gen Ed ..... 8-10
	Gen Ed ..... 7-9	
	<b>TOTAL ..... 14-16</b>	<b>TOTAL ..... 14-16</b>
<b>2<sup>nd</sup> YEAR</b>	Fall Semester	Spring Semester
	CNET 2110..... 3	CNET 2200..... 2
	CNET 2114..... 3	CNET 2215 ..... 3
	CNET 2125 ..... 3	CNET 2230..... 3
	Gen Ed ..... 5-7	Gen Ed ..... 6-8
	<b>TOTAL ..... 14-16</b>	<b>TOTAL ..... 14-16</b>

♦ *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 Elementary Education Foundations Transfer Pathway Associate of Science (AS) degree program offers students a powerful option: the opportunity to complete an Associate of Science degree with course credits that directly transfer to designated Elementary Education 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: Elementary Education BS
- Metropolitan State University: Urban Elementary Education BS
- Minnesota State University, Mankato: Elementary Education BS
- Minnesota State University, Moorhead: Elementary Inclusive BS
- Southwest Minnesota State University: Elementary Education BS
- St. Cloud State University: Elementary Education K-6 BA
- Winona State University: Elementary Education K6 BT

### Program Goals

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

1. Apply and develop teaching methods based on effective principles and practices related to the learning process;
2. Identify learner variables that become the basis of instructional design;
3. Develop and demonstrate competence in designing valid and reliable assessment practices for purposes of assessing student performance and evaluating programs and services;
4. Demonstrate and apply fundamental knowledge of teacher-centered and student-centered philosophies in designing program and service options;
5. Understand and apply motivational theory and cognitive principles in designing and delivering instruction;
6. Demonstrate knowledge of technology resources and application of technology options in lesson design;
7. Become familiar with educational practices and positive teacher perspectives that will result in ethical programming that appeals to all diverse groups with respect to their individual differences and contributions to society; and
8. Demonstrate an understanding of the influence of use and misuse of tobacco, alcohol, drugs, and other chemicals on student life and learning.

### Required Courses: 60 Total Credits

<input type="checkbox"/> EDUC 2001	Foundations of Education.....	4
<input type="checkbox"/> EDUC 2031	Introduction to Special Education .....	4
<input type="checkbox"/> EDUC 2050	Human Relations and Multicultural Education .....	3
<input type="checkbox"/> EDUC 2060	Educational Technology.....	3
<input type="checkbox"/> EDUC 2215♦	Child and Adolescent Development.....	3

Complete at least 40 credits in courses from the Minnesota Transfer Curriculum (MnTC), including all courses listed. You must complete all ten goal areas and maintain a cumulative 2.0 GPA for the entire MnTC. 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♦ <b>OR</b> ENGL 1121♦ .....		4
<input type="checkbox"/> CMST 1110 <b>OR</b> CMST 2215.....		3
<input type="checkbox"/> 2. Critical Thinking		
<input type="checkbox"/> PSYC 2265♦ .....		3
<input type="checkbox"/> 3. Natural Science		
<input type="checkbox"/> BIOL 1103 .....		3
<input type="checkbox"/> BIOL 1133 .....		1
<input type="checkbox"/> Choose Physical Science elective .....		3-6
<input type="checkbox"/> 4. Mathematical/Logical Reasoning		
<input type="checkbox"/> MATH 1114♦ .....		4
<input type="checkbox"/> MATH 1121♦ .....		4
<input type="checkbox"/> 5. History/Social/Behavioral Sciences		
<input type="checkbox"/> HIST 2211 .....		4
<input type="checkbox"/> PSYC 1110 .....		4
<input type="checkbox"/> 6. Humanities/Fine Arts		
<input type="checkbox"/> MUSC 1104.....		3
<b>AND one course from one of the two following categories:</b>		
<input type="checkbox"/> A. Literature		
<input type="checkbox"/> B. Humanities/Philosophy .....		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		
<input type="checkbox"/> HPER 1102 .....		3

### 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.

♦ *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)

2022-2023

## Elementary Education Foundations Transfer Pathway

Associate of Science (AS) Degree

### Semester One (16 Credits)

- ☐ BIOL 1103 Environmental Science Lecture ..... 3
- ☐ BIOL 1133 Environmental Science Lab..... 1
- ☐ EDUC 2001 Foundations of Education..... 4
- ☐ ENGL 1120♦ Cross-Current College Writing and Critical Reading  
**OR**
- ☐ ENGL 1121♦ College Writing and Critical Reading ..... 4
- ☐ MATH 1121♦ Mathematics for Educational Arts..... 4

### Semester Two (15 Credits)

- ☐ CMST 1110 Introduction to Communication  
**OR**
- ☐ CMST 2215 Public Speaking ..... 3
- ☐ EDUC 2031 Introduction to Special Education ..... 4
- ☐ MATH 1114♦ Introduction to Statistics..... 4
- ☐ PSYC 1110 General Psychology..... 4

### Semester Three (16-19 Credits)

- ☐ EDUC 2050 Human Relations and Multicultural Education ..... 3
- ☐ EDUC 2215♦ Child and Adolescent Development..... 3
- ☐ HIST 2211 U.S. History I..... 4
- ☐ HPER 1102 Drugs, Alcohol, and Tobacco ..... 3
- ☐ Physical Science elective (Goal 3)..... 3-6

### Semester Four (12-16 Credits)

- ☐ EDUC 2060 Educational Technology..... 3
- ☐ MUSC 1104 Fundamentals of Music..... 3
- ☐ PSYC 2265♦ Educational Psychology ..... 3
- ☐ General Ed/MnTC (Goal 6A or 6B) ..... 3
- ☐ General Ed/MnTC ..... 0-4

### 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.
- A minimum grade of C must be earned in all program requirements.
- Completion of specific degree requirements.
- Each state university has specific Elementary Education program requirements for completion. Please speak with your advisor about requirements at receiving institutions.
- To complete your program, please submit the appropriate application found [here](#).
- 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.



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**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.
- Completion of specific degree requirements.
- To complete your program, please submit the appropriate application found [here](#).
- 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. Communication
  - ☐ 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
Additional Requirements.....	8
General Education/MnTC.....	32
Total Credits .....	60

## Program Information

The Associate of Science (AS) in Environmental Science 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 ecosystem structure and function;
2. Explain the nature and dynamics of biological communities;
3. Examine the importance of sustainability in the management of economically and ecologically important resources;
4. Explore how sustainability can be incorporated into people's world-views and ethics;
5. Demonstrate application of critical thinking and the process of science in classroom and in field studies; and
6. Evaluate and describe significant environmental dilemmas and the considerations used to find solutions.

## 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.
- A minimum grade of C must be earned in all program requirements.
- Completion of specific degree requirements.
- To complete your program, please submit the appropriate application found [here](#).
- 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
<b>OR</b>		
<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 a minimum of 8 credits 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 .....	2-4
<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♦ <b>OR</b> ENGL 1121♦ .....	4
<input type="checkbox"/> CMST 1110 <b>OR</b> CMST 2215 <b>OR</b> 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♦ <b>OR</b> MATH 1200♦ .....	3-4
<input type="checkbox"/> 5. History/Social/Behavioral Sciences	
<input type="checkbox"/> ANTH/GEOG 1110 <b>OR</b> POLS 1141 .....	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"/> PHIL 1120 .....	3
<input type="checkbox"/> 10. People and the Environment	
<input type="checkbox"/> BIOL 1103 .....	3
<input type="checkbox"/> BIOL 1133* .....	1
<i>*Must be taken either concurrently or after taking BIOL 1103.</i>	

## 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 <sup>st</sup> YEAR	BIOL 1103.....3	BIOL 1106.....4
	BIOL 1133.....1	CHEM 1062.....4
	CHEM 1061.....4	GenEd or Electives.....6-8
	ENGL 1120/1121.....4	<b>TOTAL .....</b>
	MATH 1114 or 1200.....3-4	<b>14-16</b>
	<b>TOTAL .....</b>	
2 <sup>nd</sup> YEAR	Fall Semester	Spring Semester
	BIOL 1107.....4	BIOL 2206 or 2207.....4
	NATS 1003.....4	GenEd or Electives.....10-12
	GenEd or Electives.....6-8	<b>TOTAL .....</b>
	<b>TOTAL .....</b>	<b>14-16</b>

♦ 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.



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### Program Description

The Exercise Science Transfer Pathway Associate of Science (AS) degree program offers students a powerful option: the opportunity to complete an Associate of Science degree with course credits that directly transfer to designated Exercise Science 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 six 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: Exercise Science BS
- Minnesota State University, Mankato: Exercise Science BS
- Minnesota State University, Moorhead: Exercise Science BS
- Southwest Minnesota State University: Exercise Science BS
- St. Cloud State University: Exercise Science BS
- Winona State University: Exercise and Rehabilitative Science BS, Health and Wellness Management BAS

### 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.

### Required Courses: 60 Total 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.*

Complete at least 36 credits in courses from the Minnesota Transfer Curriculum (MnTC), including all courses listed. You must complete goal areas one through five and seven. 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♦ <b>OR</b> ENGL 1121♦ .....                                   | 4 |
| <input type="checkbox"/> CMST 2215 .....   | 3 |
| <input type="checkbox"/> 2. Critical Thinking  |   |
| <input type="checkbox"/> Choose a minimum of one course other than ENGL 1120/1121♦ and CMST 2215 |   |
| <input type="checkbox"/> 3. Natural Science  |   |
| <input type="checkbox"/> BIOL 1106 .....   | 4 |
| <input type="checkbox"/> CHEM 1020♦ or CHEM 1061♦ .....  | 4 |
| <input type="checkbox"/> BIOL 2113♦ .....  | 4 |
| <input type="checkbox"/> BIOL 2114♦ .....  | 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"/> Choose one course from A or C .....                                     | 3 |
| A. Economics/Geography   |   |
| C. History/Political Science   |   |
| <input type="checkbox"/> 6. Humanities/Fine Arts   |   |
| <input type="checkbox"/> 7. Human Diversity  |   |
| <i>(met by PSYC 1110)</i>  |   |
| <input type="checkbox"/> 8. Global Perspective   |   |
| <input type="checkbox"/> 9. Ethical/Civic Responsibility   |   |
| <input type="checkbox"/> 10. People and the Environment  |   |

### 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.

♦ *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.

## Exercise Science Transfer Pathway

Associate of Science (AS) Degree

### Semester One (14 Credits)

- ☐ CHEM 1020 ♦ Interpretive Chemistry  
**OR**
- ☐ CHEM 1061 ♦ Principles of Chemistry I ..... 4
- ☐ ENGL 1120 ♦ Cross-Current College Writing and Critical Reading  
**OR**
- ☐ ENGL 1121 ♦ College Writing and Critical Reading ..... 4
- ☐ HPER 1200 Anatomy of Movement ..... 2
- ☐ HPER 1205 Introduction to Exercise Science ..... 2
- ☐ General Ed/MnTC (Goal Area 2) ..... 2

### Semester Two (15 Credits)

- ☐ BIOL 1106 Principles of Biology I ..... 4
- ☐ HPER 1103 First Aid and CPR ..... 3
- ☐ HPER 1120 Wellness for Life ..... 4
- ☐ HPER 1160\* Weight Training and Conditioning ..... 0
- \*HPER 1160 is taken in conjunction with HPER 1120 and will count into the four credits for that class.*
- ☐ PSYC 1110 General Psychology ..... 4

### Semester Three (16 Credits)

- ☐ BIOL 2113 ♦ Human Anatomy and Physiology I ..... 4
- ☐ HPER 1112 Nutrition ..... 3
- ☐ HPER 2205 Prevention and Care of Athletic Injuries ..... 2
- ☐ HPER 2206 Exercise Physiology ..... 4
- ☐ General Ed/MnTC (Goal Area 5) ..... 3

### Semester Four (15 Credits)

- ☐ BIOL 2114 ♦ Human Anatomy and Physiology II ..... 4
- ☐ CMST 2215 Public Speaking ..... 3
- ☐ HPER 2207 ♦ Fitness Testing and Exercise Prescription ..... 2
- ☐ HPER 2208^ Concepts in Personal Training ..... 2
- ☐ MATH 1114 ♦ Introduction to Statistics ..... 4

### 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.
- A minimum grade of C must be earned in all program requirements.
- Completion of specific degree requirements.
- Each state university has specific program requirements for completion. Please speak with your advisor about requirements at receiving institutions.
- To complete your program, please submit the appropriate application found [here](#).
- 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.

**Health Sciences (Broad Field) Degree**

Associate of Science (AS) Degree

Program Requirements .....46-48

Program Electives .....12-14

Total Credits .....60

**Program Information**

The Associate of Science (AS) in Health Sciences degree program is designed to be broad and provide a general background for students interested in health sciences but have not yet decided which specific health-care 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 this degree.

**Completion Requirements**

- A minimum of 60 semester credits in courses numbered 1000 or above.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- Satisfy residency requirements.
- Completion of specific degree requirements.
- To complete your program, please submit the appropriate application found [here](#).
- The requirements of this program are subject to change without notice.

**Program Requirements: 46-48 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
	<b>OR</b>	
<input type="checkbox"/> CHEM 1050♦	Fundamentals of General, Organic, and Biological Chemistry.....	3
	<b>OR</b>	
<input type="checkbox"/> CHEM 1061♦	Principles of Chemistry I .....	4
<input type="checkbox"/> CMST 1110	Introduction to Communication	
	<b>OR</b>	
<input type="checkbox"/> CMST 2215	Public Speaking	
	<b>OR</b>	
<input type="checkbox"/> CMST 2220	Interpersonal Communication.....	3
<input type="checkbox"/> ENGL 1120♦	Cross-Current College Writing and Critical Reading	
	<b>OR</b>	
<input type="checkbox"/> ENGL 1121♦	College Writing and Critical Reading .....	4
<input type="checkbox"/> HPER 1112	Nutrition .....	3
<input type="checkbox"/> MATH 1100♦	Mathematics for Liberal Arts .....	3
	<b>OR</b>	
<input type="checkbox"/> MATH 1114♦	Introduction to Statistics.....	4
	<b>OR</b>	
<input type="checkbox"/> MATH 1200♦	College Algebra.....	3
<input type="checkbox"/> PHIL 1110	Introduction to Ethics	
	<b>OR</b>	
<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: 12-14 credits**

Choose remaining electives with an emphasis on MnTC Goal Areas 5 and 10 to fulfill the 60-credit requirement.

<input type="checkbox"/> Electives.....	12-14
---	-------

♦ *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.



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# Human Resource Management

Associate of Science (AS) Degree

Program Requirements..... 30

General Education/MnTC..... 30

Total Credits ..... 60

## Program Information

The Associate of Science (AS) in Human Resource Management degree program 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 Human Resource Management (HRM) theory and concepts, in addition to learning the practical skills necessary to promote 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 career 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. It is recommended students 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 Human Resource Management (HRM) concepts and critical thinking and ethical decision-making skills to effectively perform strategic planning directives and HRM job functions within local, national, and global business environments;
2. Utilize business and interpersonal communication skills to effectively disseminate information and preparedness guidelines;
3. Demonstrate an understanding of the role labor relations plays in human resource and the application of federal, state, and local employment regulations/laws in HRM;
4. Use industry-related technology to analyze data related to HR topics such as benefits and compensation; and
5. Analyze how systemic and interpersonal forms of oppression and diversity awareness impact decisions related to hiring, training, employee engagement, and the promotion process.

## 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.
- A minimum grade of C must be earned in all Program and General Education/MnTC requirements.
- Completion of specific degree requirements.
- To complete your program, please submit the appropriate application found [here](#).
- 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 Resource Information Systems .....	2
<input type="checkbox"/> BUS 2125	Financial Accounting.....	4
<input type="checkbox"/> BUS 2215	Legal Environment of 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♦ <b>OR</b> 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                             |  |   |

## 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 <sup>st</sup> YEAR	BUS 1112.....3	BUS 2020.....3
	BUS 2010.....3	BUS 2125.....4
	BUS 2015.....3	MATH 1114.....4
	BUS 2215.....3	PSYC 1110.....4
	ENGL 1120/1121.....4	
	<b>TOTAL</b> .....16	<b>TOTAL</b> .....15
2 <sup>nd</sup> YEAR	Fall Semester	Spring Semester
	BUS 2025.....3	BUS 1135*.....2
	BUS 2030.....2	BUS 2244.....4
	ECON 2205.....3	CMST 2220.....3
	MATH 1200.....3	ECON 2206.....3
	GenEd/MnTC.....3	GenEd/MnTC.....3
	<b>TOTAL</b> .....14	<b>TOTAL</b> .....15
		*Offered Spring Semester only



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**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. The Associate of Science (AS) in Integrative Health and Healing degree program 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 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.
- A minimum grade of C must be earned in all Program and General Education/MnTC Requirements.
- Completion of specific degree requirements.
- To complete your program, please submit the appropriate application found [here](#).
- 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"/> IHH 1100*  | Introduction to Holistic Healing .....                            | 3 |
| <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 2105** | Basics in Business and Ethics for the Holistic Practitioner ..... | 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 1110                    | Aromatherapy.....                         | 2   |
| <input type="checkbox"/> IHH 2104                    | Health and Wellness Coaching Skills ..... | 2   |
| <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◆ <b>OR</b> ENGL 1121◆ .....                   | 4 |
| <input type="checkbox"/> CMST 1110 <b>OR</b> CMST 2215 <b>OR</b> 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**

Associate of Science (AS) Degree

**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
<b>1<sup>st</sup> YEAR</b>	IHH 1100.....3	IHH Elective or GenEd ...3-4
	IHH 1102.....3	IHH 2102.....3
	IHH 1103.....3	ENGL 1120/1121 .....4
	GenEd or IHH Elective ... 6-7	PSYC 1110 .....4
	<b>TOTAL ..... 15-16</b>	<b>TOTAL ..... 14-15</b>
<b>2<sup>nd</sup> YEAR</b>	Fall Semester	Spring Semester
	CMST 1110/2215/2220.....3	IHH 2101.....3
	GenEd .....5	IHH 2103.....3
	IHH 2100 .....3	IHH 2297 .....3
	IHH 2105.....3	GenEd .....7
	<b>TOTAL ..... 14</b>	<b>TOTAL ..... 16</b>

◆ *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 (AS) in Integrative Health and Wellness Coaching degree program is designed to prepare students to practice client-centered, “whole-person” coaching in a variety of settings. The courses in the program include general education that supports the theory, lab, and clinical educational opportunities in both integrative health and wellness and coaching. Course content also facilitates a thorough understanding of integrative health, wellness, and positive psychology, as well as evidence-based processes for long-term, sustainable behavior/lifestyle change within an increasingly diverse world. Throughout the program, students will be exposed to a variety of content that provides a holistic and practice-based approach to integrative health and wellness coaching. In addition to preparing students for career success within the diverse and growing health and wellness industries, the program is designed to meet requirements for professional certification in health and wellness coaching.

**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 wellness, and the complexities of this advancing field;
3. Demonstrate an understanding of the interconnectedness of mind, body, and spirit of the human system and its application in the integrative health and wellness coaching setting;
4. Integrate an advanced depth of understanding of the diverse psychosocial, cultural, environmental, and global factors of the human experience as they apply to health and wellness coaching;
5. Evaluate the role of healing strategies for self-care (including their application within health and wellness coaching), as well as strategies within the healthcare system;
6. Synthesize the coaching structure and process for tailored application to each client relationship;
7. Apply key coaching psychology theories including Motivational Interviewing to facilitate client positivity, empowerment, self-efficacy, and self-determination;
8. Identify the growing body of scientific literature to support the efficacy of Integrative Health and Healing, as well as Integrative Health and Wellness Coaching;
9. Describe ethical responsibilities in the practice of holistic healing; integrate the health and wellness coaching scope of practice, legal, and ethical considerations into the coaching practice;
10. Demonstrate proficiency in health and wellness coaching through the synthesis of the foundational and advanced skills, theory, lab, and clinical educational content; and
11. Describe holistic healing philosophies and healing concepts with consideration to the social, cultural, environmental, and global perspectives of healing.

**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.
- Satisfy residency requirements.
- A minimum grade of C must be earned in all Program and General Education/MnTC Requirements.
- Completion of specific degree requirements.
- To complete your program, please submit the appropriate application found [here](#).
- The requirements of this program are subject to change without notice.

**Program Requirements: 29 credits**

- |                                    |   |   |
|------------------------------------|---|---|
| <input type="checkbox"/> IHH 1100  | Introduction to Holistic Healing .....                            | 3 |
| <input type="checkbox"/> IHH 1103  | Movement and Body Manipulation Therapies .....                    | 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 2104  | Health and Wellness Coaching Skills .....                         | 2 |
| <input type="checkbox"/> IHH 2105  | Basics in Business and Ethics for the Holistic Practitioner ..... | 3 |
| <input type="checkbox"/> IHH 2204♦ | Advanced Coaching Skills for a Diverse World .....                | 3 |
| <input type="checkbox"/> IHH 2290♦ | Integrative Lifestyle Medicine .....                              | 3 |
| <input type="checkbox"/> IHH 2297^ | Internship .....  | 3 |

**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♦ <b>OR</b> ENGL 1121♦ ..... | 4 |
| <input type="checkbox"/> 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"/> ANTH 2201 <b>OR</b> SOC 1111 .....    | 3 |
| <input type="checkbox"/> INTS/SOC 1200.....                    | 3 |
| <input type="checkbox"/> PSYC 1110 .....                       | 4 |
| <input type="checkbox"/> PSYC 1145 .....                       | 3 |
| <input type="checkbox"/> 6. Humanities/Fine Arts               |   |
| <input type="checkbox"/> MUSC 2135 .....                       | 2 |
| <input type="checkbox"/> 7. Human Diversity                    |   |
| <input type="checkbox"/> 8. Global Perspective                 |   |
| <input type="checkbox"/> 9. Ethical/Civic Responsibility       |   |
| <input type="checkbox"/> PHIL 1110 <b>OR</b> PHIL 1200.....    | 3 |
| <input type="checkbox"/> 10. People and the Environment        |   |

**Wellness Requirement: 1 credit**

- |                                    |   |   |
|------------------------------------|---|---|
| <input type="checkbox"/> HPER 1117 | Introduction to Meditation and Mindfulness..... | 1 |
|------------------------------------|---|---|

**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
<b>1<sup>st</sup> YEAR</b>	ANTH 2201 or SOC 1111 .....3	CMST 2220 .....3
	ENGL 1120/1121 .....4	IHH 2101 .....3
	HPER 1117 .....1	IHH 2204 .....3
	IHH 1100 .....3	INTS/SOC 1200 .....3
	IHH 2102 .....3	PSYC 1145 .....3
	IHH 2104 .....2	<b>TOTAL ..... 15</b>
	<b>TOTAL ..... 16</b>	
<b>2<sup>nd</sup> YEAR</b>	Fall Semester	Spring Semester
	IHH 1103 .....3	IHH 2103 .....3
	IHH 2105 .....3	IHH 2290 .....3
	MUSC 2135 .....2	IHH 2297 .....3
	PHIL 1110 or 1200 .....3	GenEd .....4
	PSYC 1110 .....4	<b>TOTAL ..... 13</b>
	GenEd .....1	
	<b>TOTAL ..... 16</b>	

◆ *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:

[AnokaRamsey.edu/academics/degrees-diplomas-certificates/two-year-degrees/associate-of-science-degrees/nursing/](http://AnokaRamsey.edu/academics/degrees-diplomas-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.
- 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 complete your program, please submit the appropriate application found [here](#).
- 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♦ Health Promotion and the Role of the Professional Nurse  
—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



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(continued)

2022-2023

## Nursing MANE

Associate of Science (AS) Degree

<input type="checkbox"/> CHEM 1050♦	3
<input type="checkbox"/> CMST 1110 <b>OR</b> CMST 2210 <b>OR</b> CMST 2220	3
<input type="checkbox"/> ENGL 1120♦ <b>OR</b> ENGL 1121♦	4
<input type="checkbox"/> PHIL 1110 <b>OR</b> PHIL 1200	3
<input type="checkbox"/> PSYC 1110	4
<input type="checkbox"/> PSYC 2235♦	4
<input type="checkbox"/> SOC 1111 <b>OR</b> 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. The Associate of Science (AS) in Pharmacy Technician degree 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.
- 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 complete your program, please submit the appropriate application found [here](#).
- 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**

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

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

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

- ☐ 1. Communication
  - ☐ ENGL 2241 ♦ **OR** ENGL 2261 ♦ ..... 3
- ☐ 2. Critical Thinking
  - ☐ CHEM 1061 ♦ ..... 4
- ☐ 3. Natural Science
  - ☐ BIOL 2113 ♦ ..... 4
  - ☐ BIOL 2114 ♦ ..... 4
  - ☐ BIOL 2202 ♦ **OR** BIOL 2208 ♦ ..... 4
- ☐ 4. Mathematical/Logical Reasoning
  - ☐ MATH 1114 ♦ ..... 4
- ☐ 5. History/Social/Behavioral Sciences
  - ☐ PSYC 1110 ..... 4
- ☐ 6. Humanities/Fine Arts
- ☐ 7. Human Diversity
  - ☐ CMST 2220 ..... 3
- ☐ 8. Global Perspective
- ☐ 9. Ethical/Civic Responsibility
- ☐ 10. People and the Environment

**Program Sequence:**

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

	Fall Semester	Spring Semester
<b>1<sup>st</sup> YEAR</b>	BIOL 1106..... 4	BIOL 2201 .....4
	ENGL 1120/1121..... 4	CMST 2220 .....3
	MATH 1114..... 4	PHAR 2110 .....2
	PHAR 1100..... 2	PHAR 2120 .....2
	PHAR 2100 ..... 2	PSYC 1110.....4
	<b>TOTAL ..... 16</b>	<b>TOTAL ..... 15</b>
<b>2<sup>nd</sup> YEAR</b>	Fall Semester	Spring Semester
	BIOL 2113..... 4	BIOL 2114..... 4
	CHEM 1061..... 4	BIOL 2202 or 2208 ..... 4
	ENGL 2241 or 2261..... 3	PHAR 2297 ..... 5
	PHAR 2130 ..... 2	
	PHIL 1200 ..... 3	<b>TOTAL ..... 13</b>
	<b>TOTAL ..... 16</b>	



**Program Information**

The Associate of Science (AS) in Public and Community Health degree 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.
- A minimum grade of C must be earned in all program requirements.
- Completion of specific degree requirements.
- To complete your program, please submit the appropriate application found [here](#).
- 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

♦ 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 Electives: 3 credits**

Choose a minimum of 3 credits from the following:

- |                                    |                                     |   |
|------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> HPER 1109 | Introduction to Public Health ..... | 3 |
| <input type="checkbox"/> HPER 1115 | Stress Management.....              | 3 |

**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♦ <b>OR</b> ENGL 1121♦ .....                   | 4        |
| <input type="checkbox"/> CMST 1110 <b>OR</b> CMST 2215 <b>OR</b> CMST 2220 ..... | 3        |
| <input type="checkbox"/> 2. Critical Thinking                                    |          |
| <input type="checkbox"/> SOC 1111 .....  | 3        |
| <input type="checkbox"/> 3. Natural Science                                      |          |
| <input type="checkbox"/> BIOL 1106 .....   | 4        |
| <input type="checkbox"/> CHEM 1020♦ .....  | 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        |
| <b>Choose 4 credits from the following goal areas.....</b>                       | <b>4</b> |

- |  |
|--|
| <input type="checkbox"/> 6. Humanities/Fine Arts             |
| <input type="checkbox"/> 7. Human Diversity*                 |
| <i>*This goal area is met by PSYC 1110 if taken at ARCC.</i> |
| <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
<b>1<sup>st</sup> YEAR</b>	CHEM 1020.....4	BIOL 1106.....4
	HPER 1120.....4	ENGL 1120/1121.....4
	PSYC 1110.....4	HPER 1110.....3
	SOC 1111.....3	MATH 1114.....4
	<b>TOTAL..... 15</b>	<b>TOTAL..... 15</b>
	Fall Semester	Spring Semester
<b>2<sup>nd</sup> YEAR</b>	BIOL 2113.....4	BIOL 2114.....4
	CMST 1110, 2215, or 2220...3	HPER 1102.....3
	HPER 1112.....3	HPER 1103.....3
	GenEd.....4	HPER 1108.....3
	<b>TOTAL..... 14</b>	HPER 1109 or HPER 1115.....3
		<b>TOTAL..... 16</b>



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**Program Information**

The Associate of Science (AS) in Sales Management degree program 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. 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 as applied in a sales environment:

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

**Completion Requirements**

- A minimum of 60 semester credits in courses numbered 1000 or above.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- Satisfy residency requirements.
- Completion of specific degree requirements.
- To complete your program, please submit the appropriate application found [here](#).
- 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 1122	Business Ethics and Social Issues.....	3
<input type="checkbox"/> BUS 1124	PowerPoint and Web Conferencing .....	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
<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 ♦ <b>OR</b> ENGL 1121 ♦ ..... | 4 |
| <input type="checkbox"/> 2. Critical Thinking  |  |   |
| <input type="checkbox"/> 3. Natural Science ( <i>one course must include a lab</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                              |  |   |

**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
<b>1<sup>st</sup> YEAR</b>	BUS 1103 .....	BUS 1122 .....
	BUS 1112 .....	BUS 1145 .....
	BUS 1124 .....	BUS 2125 .....
	BUS 1149 .....	BUS 2142 .....
	GenEd/MnTC .....	
	<b>TOTAL .....</b>	<b>TOTAL .....</b>
	<b>15</b>	<b>14</b>
<b>2<sup>nd</sup> YEAR</b>	Fall Semester	Spring Semester
	BUS 2244 .....	ECON 2206 .....
	ECON 2205 .....	MATH 1200 .....
	ENGL 1120/1121 .....	GenEd/MnTC .....
	MATH 1114 .....	
	<b>TOTAL .....</b>	<b>TOTAL .....</b>
	<b>15</b>	<b>16</b>

♦ *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 Special Education Transfer Pathway Associate of Science (AS) degree program offers students a powerful option: the opportunity to complete an Associate of Science degree with course credits that directly transfer to designated Special Education 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 five 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

- Minnesota State University, Mankato: ABS Special Education
- Minnesota State University, Moorhead
- Southwest Minnesota State University: Special Education BS
- St. Cloud State University: Special Education (ABS Licensure) BS
- Winona State University

### Program Goals

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

1. Develop and utilize processes to identify the special needs, strengths, and experiences of exceptional learners in each of the thirteen disability categories;
2. Develop and demonstrate competence in how special education mandated practices function through collaborative practices with other system components within a single-education system;
3. Demonstrate competence and understanding in analyzing principles related to legal aspects, ethics, and standards of professional practices;
4. Understand and be familiar with how gender, familial background, socioeconomic status, race, culture, existing or potential medical aspects of a learner, and linguistic diversity can impact a learner's disability;
5. Understand and demonstrate competence in student referral procedures and assessment practices in designing Individual Education Programs (IEP process); and
6. Demonstrate competence using educational technology.

### Required Courses: 60 Total Credits

<input type="checkbox"/> EDUC 2001	Foundations of Education.....	4
<input type="checkbox"/> EDUC 2031	Introduction to Special Education .....	4
<input type="checkbox"/> EDUC 2050	Human Relations and Multicultural Education .....	3
<input type="checkbox"/> EDUC 2060	Educational Technology.....	3
<input type="checkbox"/> EDUC 2215♦	Child and Adolescent Development.....	3
<input type="checkbox"/> PSYC 2265♦	Educational Psychology .....	3

Complete at least 40 credits in courses from the Minnesota Transfer Curriculum (MnTC), including all courses listed. You must complete all ten goal areas and maintain a cumulative 2.0 GPA for the entire MnTC. 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♦ <b>OR</b> ENGL 1121♦ .....		4
<input type="checkbox"/> CMST 1110 <b>OR</b> CMST 2215.....		3
<input type="checkbox"/> 2. Critical Thinking		
<input type="checkbox"/> 3. Natural Science ( <i>two courses required; one from each of two departments; one must include a lab</i> )		
<input type="checkbox"/> 4. Mathematical/Logical Reasoning (MATH 1121♦ <i>is recommended</i> )		
<input type="checkbox"/> 5. History/Social/Behavioral Sciences		
<input type="checkbox"/> PSYC 1110 .....		4
<b>AND one course from one of the two following categories:</b>		
<input type="checkbox"/> A. Economics/Geography		
<input type="checkbox"/> C. History/Political Science		
<input type="checkbox"/> 6. Humanities/Fine Arts ( <i>2 courses required; one from each of the two following 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		
<input type="checkbox"/> 8. Global Perspective		
<input type="checkbox"/> 9. Ethical/Civic Responsibility		
<input type="checkbox"/> 10. People and the Environment		
<input type="checkbox"/> HPER 1102 .....		3

### 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.

♦ *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.

## Special Education Transfer Pathway

Associate of Science (AS) Degree

### Semester One (15-17 Credits)

- ☐ EDUC 2001 Foundations of Education..... 4
- ☐ ENGL 1120 ♦ Cross-Current College Writing and Critical Reading  
**OR**
- ☐ ENGL 1121 ♦ College Writing and Critical Reading ..... 4
- ☐ PSYC 1110 General Psychology..... 4
- ☐ General Ed/MnTC (Goal 4) ..... 3-5

### Semester Two (14-17 Credits)

- ☐ CMST 1110 Introduction to Communication  
**OR**
- ☐ CMST 2215 Public Speaking ..... 3
- ☐ EDUC 2031 Introduction to Special Education ..... 4
- ☐ EDUC 2215 ♦ Child and Adolescent Development..... 3
- ☐ General Ed/MnTC (Goal 6) ..... 1-3
- ☐ General Ed/MnTC/Electives..... 3-4

### Semester Three (15-18 Credits)

- ☐ EDUC 2050 Human Relations and Multicultural Education ..... 3
- ☐ PSYC 2265 ♦ Educational Psychology ..... 3
- ☐ General Ed/MnTC with lab (Goal 3)..... 3-4
- ☐ General Ed/MnTC (Goal 5) ..... 3-4
- ☐ General Ed/MnTC/Electives..... 3-4

### Semester Four (13-17 Credits)

- ☐ EDUC 2060 Educational Technology..... 3
- ☐ HPER 1102 Drugs, Alcohol, and Tobacco ..... 3
- ☐ General Ed/MnTC (Goal 3) ..... 3-4
- ☐ General Ed/MnTC (Goal 6) ..... 1-3
- ☐ General Ed/MnTC/Electives..... 3-4

### 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.
- A minimum grade of C must be earned in all program requirements.
- Completion of specific degree requirements.
- Complete Basic Skills Licensure exams.
- Complete required field work hours.
- Demonstrate expected standards in professional disposition.
- Each state university has specific Special Education program requirements for completion. Please consult with an academic advisor about requirements at receiving institutions.

♦ *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.

- To complete your program, please submit the appropriate application found [here](#).
- The requirements of this program are subject to change without notice.

# Administrative Specialist Certificate

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

## Program Information

Earning the Administrative Specialist certificate prepares students for many types of business employment opportunities. Students gain knowledge and experiences in using current business office practices as they create and share business communications inside and outside of the traditional office setting. All Administrative Specialist certificate courses may be applied to the Business: Workplace and Technology Emphasis AAS degree. This certificate's courses may also apply to other Business certificates and degrees.

## Program Goals

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

1. Exhibit interpersonal skills, professional attitudes, and ethical principles in business practices and communications;
2. Apply appropriate information technology in the business environment; and
3. Apply appropriate methods to effectively manage a business environment.

## 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 course requirements must be complete before a certificate will be awarded.
- To complete your program, please submit the appropriate application found [here](#).
- The requirements of this program are subject to change without notice.

## Program Requirements: 16 credits

- |                                   |  |   |
|-----------------------------------|--|---|
| <input type="checkbox"/> BUS 1104 | Written Business Communications.....     | 3 |
| <input type="checkbox"/> BUS 1112 | Computer Concepts and Applications ..... | 3 |
| <input type="checkbox"/> BUS 1115 | Internet Essentials.....                 | 1 |
| <input type="checkbox"/> BUS 1174 | Office Systems .....                     | 3 |
| <input type="checkbox"/> BUS 2265 | Administrative Office Management .....   | 3 |

Choose one of the following:

- |                                    |  |   |
|------------------------------------|--|---|
| <input type="checkbox"/> BUS 1154* | Advanced Keyboarding .....                 | 3 |
| <input type="checkbox"/> BUS 1155* | Word Processing Using Microsoft Word ..... | 3 |

\*Recommended 40 WPM keying skill or BUS 1153 Beginning Keyboarding

## Program Sequence:

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

	Fall Semester	Spring Semester
1 <sup>st</sup> YEAR	BUS 1104 ..... 3	BUS 1115..... 1
	BUS 1112..... 3	BUS 1154 or BUS 1155**.. 3
	BUS 1174* ..... 3	BUS 2265** ..... 3
	<b>TOTAL ..... 9</b> *Offered Fall Semester only	<b>TOTAL ..... 7</b> **Offered Spring Semester 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.



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# Alcohol & Drug Counseling Certificate

Program Requirements..... 25

Wellness Requirement..... 3

Total Credits ..... 28

## Program Information

The Alcohol and Drug Counseling certificate program is designed for students interested in the field of alcohol and drug counseling. The program prepares graduates for the written test and oral examination which are required for Minnesota state licensure. Earning the 28-credit certificate may be stacked to an Associate of Science (AS) degree in Alcohol and Drug Counseling Studies, allowing the student to practice under a temporary ADC licensure en route to earning a Bachelor's degree within five years. (NOTE: the written test and case review must be satisfied as defined by the Minnesota Board of Behavioral Health and Therapy). The certificate may also be added to a Bachelor's degree, thereby allowing the graduate to practice upon successful completion of the state licensure exam.

## Program Goals

Upon completion of the Alcohol and Drug Counseling certificate, graduates will demonstrate achievement of program outcomes by being able to:

1. Apply and demonstrate competency of counseling services to people with substance abuse disorders, as defined by the 12 core functions;
2. Apply the established diagnostic criteria for substance use disorder and describe treatment modalities and placement criteria within the continuum of care;
3. Apply a variety of models and theories of addiction and other problems related to substance abuse;
4. Demonstrate clinical writing skills for professional documentation;
5. Apply laws, rules, and ethical guidelines related to the State of Minnesota and the addiction counseling profession; and
6. Execute two practica (internships) over two academic semesters performing the 12 core functions for a total of 880 hours in clinical practice.

## Program Admission & Related Requirements

Program admission requires completion of Alcohol and Drug Counseling Orientation. Clinical/practicum facilities require students to maintain specific requirements to ensure student and client health and safety. Proof that these requirements are met must be furnished by the student and include but are not limited to:

- A recent physical examination including current immunity titers and a current negative Tuberculosis (TB) screening.
- Current certification in American Heart Association: BLS Healthcare Provider is required for all Clinical/Practicum courses.
- A cleared Background Study is required from the State of Minnesota.

## Completion Requirements

- A minimum of 12 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 grade of C must be earned in all program requirements.
- All ADCS courses must be completed at ARCC or have been approved for credit for prior learning.
- All course requirements must be complete before a certificate will be awarded.
- To complete your program, please submit the appropriate application found [here](#).
- 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.

## Developmental Courses

Successful entry into this program requires a specific level of skill in the areas of English and Reading. Admission requires an ability to do college level reading and writing as demonstrated by meeting enrollment requirements for ENGL 1121.

## Program Requirements: 25 credits

- ☐ ADCS 1110 ♦ Pharmacology for Substance Use Disorder..... 3
- ☐ ADCS 1120 ♦ Substance Use Disorder Assessment ..... 4
- ☐ ADCS 1200 ♦ Substance Use Disorder Counseling..... 4
- ☐ ADCS 1210 ♦ Substance Use Disorder Case Management..... 4
- ☐ ADCS 2297 ♦ Substance Use Disorder Counseling Practicum I... 5
- ☐ ADCS 2298 ♦ Substance Use Disorder Counseling Practicum II .. 5

## Wellness Requirement: 3 credits

- ☐ HPER 1102 Drugs, Alcohol, and Tobacco ..... 3

Program note: A Bachelor's degree from an accredited school or educational program is required for licensure. Eighteen semester credits of alcohol and drug counseling academic course work; 880 clock hours of supervised alcohol and drug counseling practicum, and written examination that demonstrates competence in the core functions must also be successfully completed for licensure.

## 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 <sup>st</sup> YEAR	ADCS 1110..... 3	ADCS 1200..... 4
	ADCS 1120..... 4	ADCS 1210 ..... 4
	HPER 1102..... 3	<b>TOTAL ..... 8</b>
	<b>TOTAL ..... 10</b>	
2 <sup>nd</sup> YEAR	Fall Semester	Spring Semester
	ADCS 2297 ..... 5	ADCS 2298..... 5
	<b>TOTAL ..... 5</b>	<b>TOTAL ..... 5</b>



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**Program Information**

The Athletic Coaching certificate program 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 certificate, 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 course requirements must be complete before a certificate will be awarded.
- To complete your program, please submit the appropriate application found [here](#).
- 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.

**Program Sequence**

	Fall Semester	Spring Semester
1 <sup>st</sup> YEAR	HPER 1103..... 3	HPER 2240 ..... 3
	HPER 2205 ..... 2	HPER 2297 ..... 2
	<b>TOTAL ..... 5</b>	<b>TOTAL ..... 5</b>

◆ *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.



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## Program Information

The Biomedical (BMED) Core 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: [AnokaRamsey.edu/academics/departments-faculty/bmed/](http://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 course requirements must be complete before a certificate will be awarded.
- To complete your program, please submit the appropriate application found [here](#).
- 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

## 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 <sup>st</sup> 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	<b>TOTAL ..... 5-8</b>
	<b>TOTAL ..... 8-11</b>	

♦ 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 Biomedical (BMED) Technology 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: [AnokaRamsey.edu/BMED](http://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 course requirements must be complete before a certificate will be awarded.
- To complete your program, please submit the appropriate application found [here](#).
- 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

**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 <sup>st</sup> YEAR	BMED 1100 .....2	BIOL 1102.....2
	BMED 2300.....3	BMED 2200.....3
	BIOL 1104.....4	BMED 2600.....2
	BMED 2100 .....3	MATH 1114 .....4
	ENGL 1104 or 1120/1121...3-4	CMST 1110, 2215, or 2220...3
	<b>TOTAL .....15-16</b>	<b>TOTAL ..... 14</b>

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

^ Course requires Instructor permission.

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

# Business Communication

## Certificate

Program Requirements..... 10  
Total Credits ..... 10

### Program Information

Completing the Business Communication certificate program will help strengthen your written, verbal, and interpersonal communication skills that are used in the business environment. This certificate is intended for students seeking to improve communication abilities before entering or returning to the workforce, or those interested in pursuing career growth opportunities. All Business Communication certificate courses may be applied to the Business: Workplace and Technology Emphasis AAS degree. This certificate's courses may also apply to other Business certificates and degrees.

### Program Goals

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

1. Exhibit interpersonal skills, professional attitudes, and ethical principles in business practices and communications;
2. Apply appropriate methods to effectively manage a business environment; and
3. 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.
- To complete your program, please submit the appropriate application found [here](#).
- 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 1124 | PowerPoint and Web Conferencing .....  | 3 |

### Program Sequence:

The sequence that follows is suggested for full-time students. Part-time students will need more time to complete this program. This certificate may be completed in one semester.

	Fall Semester	Spring Semester
1 <sup>st</sup> YEAR	BUS 1102 ..... 1	BUS 1103 ..... 3
	BUS 1124* ..... 3	BUS 1104 ..... 3
	<b>TOTAL ..... 4</b>	<b>TOTAL ..... 6</b>
	*Offered Fall Semester 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.



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**Program Information**

Develop business skills by completing the technology-focused Business Computer Applications certificate. This certificate focuses on the use of office technology programs to present business communications and analysis. Students receive training in word processing, spreadsheets, databases, presentation graphics and additional technology applications used inside and outside of today's business offices. All Business Computer Applications certificate courses may be applied to the Business: Workplace and Technology Emphasis AAS degree. This certificate's courses may also apply to other Business certificates and degrees.

**Program Goals**

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

1. Apply critical thinking skills in the identification, analysis, resolution, and assessment of business problems; and
2. Apply appropriate information technology in the business environment.

**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 course requirements must be complete before a certificate will be awarded.
- To complete your program, please submit the appropriate application found [here](#).
- The requirements of this program are subject to change without notice.

**Program Requirements: 16 credits**

Complete at least 16 credits from the following courses:

<input type="checkbox"/> BUS 1112	Computer Concepts and Applications .....	3
<input type="checkbox"/> BUS 1115	Internet Essentials.....	1
<input type="checkbox"/> BUS 1119	Database Management Using Microsoft Access.....	3
<input type="checkbox"/> BUS 1124	PowerPoint and Web Conferencing .....	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

**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 <sup>st</sup> YEAR	BUS 1112.....3	<b>Students should take a minimum of 7 credits.</b>
	BUS 1119*.....3	BUS 1115.....1
	BUS 1124*.....3	BUS 1143.....3
	<b>TOTAL ..... 9</b>	BUS 1155**.....3
	*Offered Fall Semester only	BUS 1180.....3
		<b>TOTAL ..... 7</b>
		**Offered Spring Semester 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.

**Business Crisis & Emergency Management****Certificate**
 Program Requirements..... 16  
 Total Credits ..... 16
**Program Information**

Students will learn how businesses will proactively adapt to global emergencies, community disasters, and the occurrence of an unexpected crisis. The students will gain an understanding of emergency management concepts, government agency awareness, associated legalities, and their impact on the diverse workplace while learning the functioning roles of human resources and management during a business crisis.

**Program Goals**

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

1. Understand the role of effective managerial functions in emergency preparedness and crisis supervision;
2. Learn organizational, state, and national level governmental agency regulations and emergency preparedness practices;
3. Develop communication skills to coordinate and implement emergency management plans that respond to multiple types of business crises; and
4. Gain critical thinking and decision-making skills to effectively and legally educate and inform diverse constituents (employee groups, supervisors, team members) through communication channels targeted to their specific needs.

**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 course requirements must be complete before a certificate will be awarded.
- To complete your program, please submit the appropriate application found [here](#).
- The requirements of this program are subject to change without notice.

**Program Requirements: 16 credits**

- |                                    |                                      |   |
|------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> BUS 2010  | Introduction to Human Resources..... | 3 |
| <input type="checkbox"/> BUS 2215  | Legal Environment of Business .....  | 3 |
| <input type="checkbox"/> BUS 2244  | Principles of Management .....       | 4 |
| <input type="checkbox"/> CMST 2220 | Interpersonal Communication.....     | 3 |
| <input type="checkbox"/> HPER 1109 | Introduction to Public Health.....   | 3 |

Program note: Federal Emergency Management Agency (FEMA) and National Institutes of Health (NIH) Emergency Preparedness Courses are embedded into the program. These free, online, courses are offered by the U.S. government and cover a number of emergency management topics that would be highly advantageous for the student to take. Although not required, the courses are recommended for the students who wish to add them to their skill set and resume.

**Program Sequence:**

The sequence that follows is suggested for full-time students. Part-time students will need more time to complete this program. This certificate may be completed in one semester.

1 <sup>st</sup> YEAR	Fall Semester	Spring Semester
	BUS 2215 .....3	BUS 2010 .....3
	CMST 2220 .....3	BUS 2244.....4
	HPER 1109 .....3	
	<b>TOTAL ..... 9</b>	<b>TOTAL ..... 7</b>

◆ *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.



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# Business Generalist

## Certificate

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

### Program Information

Business certificates focus on the development of job- or career-specific skills in a short-term, concentrated format. The Business Generalist certificate program is earned after completion of 16 credits. Many courses may apply toward Associate of Science (AS) and Associate of Applied Science (AAS) 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 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 accounting courses should be completed within the last seven years.
- All computer courses should be completed within the last four years.
- All course requirements must be complete before a certificate will be awarded.
- To complete your program, please submit the appropriate application found [here](#).
- 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 |

### Program Sequence:

The sequence that follows is suggested for full-time students. Part-time students will need more time to complete this program. This certificate may be completed in one semester.

	Fall Semester	Spring Semester
1 <sup>st</sup> YEAR	BUS 1101.....3	BUS 1104.....3
	BUS 1103.....3	BUS 2125.....4
	BUS 1112.....3	
	<b>TOTAL..... 9</b>	<b>TOTAL..... 7</b>

◆ *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.



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## 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 minimum of 12 semester credits in courses numbered 1000 or above must be completed at ARCC.
- 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.
- All program requirements must be completed at ARCC.
- All course requirements must be completed before a certificate will be awarded.
- To complete your program, please submit the appropriate application found [here](#).
- 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
- ☐ BMED 2520◆ Technical Writing for Regulated Industries ..... 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 <sup>st</sup> YEAR	BMED 1100 ..... 2	BIOL 1102..... 2
	BMED 2100 ..... 3	BMED 2400..... 3
	BMED 2200..... 3	BMED 2520 ..... 3
	MATH 1114 ..... 4	<b>TOTAL ..... 8</b>
	<b>TOTAL ..... 12</b>	

# Computer Network Security

Certificate

 Program Requirements..... 30  
 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 (AS) degree in Computer Networking. For additional information, visit our website at: [AnokaRamsey.edu/](http://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.
- Courses must be completed within three years. Students may petition to extend the window beyond the three years.
- All course requirements must be complete before a certificate will be awarded.
- To complete your program, please submit the appropriate application found [here](#).
- The requirements of this program are subject to change without notice.

## Program Requirements: 30 credits

<input type="checkbox"/> CNET 1100	Introduction to Information Technology .....	3
<input type="checkbox"/> CNET 1105	Introduction to Cybersecurity .....	1
<input type="checkbox"/> CNET 2101♦	Introduction to Networks .....	3
<input type="checkbox"/> CNET 2110♦	Principles of IT Security .....	3
<input type="checkbox"/> CNET 2114	Fundamentals of Linux/UNIX.....	3
<input type="checkbox"/> CNET 2125	System Virtualization.....	3
<input type="checkbox"/> CNET 2200♦	Network Forensics .....	2
<input type="checkbox"/> CNET 2215♦	Managing Network Security .....	3
<input type="checkbox"/> CNET 2230♦	Ethical Hacking.....	3
<input type="checkbox"/> CNET 2302♦	Routing, Switching, and Wireless Essentials.....	3
<input type="checkbox"/> CSCI 1101♦	Introduction to Computer Science and Problem-Solving.....	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.



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# Computer Programming

Certificate

Program Requirements..... 25

Additional Requirements..... 5

Total Credits ..... 30

## Program Information

The Computer Programming certificate program targets students interested in careers in information technology. It is designed for holders of an Associate of Arts (AA), Associate of Science (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 course requirements must be complete before a certificate will be awarded.
- To complete your program, please submit the appropriate application found [here](#).
- The requirements of this program are subject to change without notice.

## Program Requirements

- ☐ 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

Choose 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 ..... 3
- ☐ CSCI 1155 ♦ Introduction to Functional Language Programming ..... 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.

# Creative Writing

## Certificate

Program Requirements..... 7

Additional Requirements..... 12

Total Credits ..... 19

### Program Information

The Creative Writing certificate program will provide students with a focus in the written creative arts including screenwriting and playwriting, the writing of creative nonfiction, poetry, and fiction, and writing for children and young adults. This may culminate in a capstone in one or multiple genres.

### Program Goals

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

1. Demonstrate critical knowledge of a wide range of creative writing and a variety of diverse cultural viewpoints;
2. Demonstrate expertise in critical analysis of professional works of literature as writers (reading as writers);
3. Demonstrate knowledge of genres and aesthetics by learning to write well in many 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 forms of creative problem-solving, experimentation, inventiveness, and revision.

### Completion Requirements

- A minimum of 12 semester credits must be completed at ARCC.
- A minimum grade of C must be earned in all program and additional requirements.
- All course requirements must be complete before a certificate will be awarded.
- To complete your program, please submit the appropriate application found [here](#).
- The requirements of this program are subject to change without notice.

### Program Requirements: 7 credits

- ☐ ENGL 1120 ♦ Cross-Current College Writing and Critical Reading **OR**
- ☐ ENGL 1121 ♦ College Writing and Critical Reading ..... 4
- ☐ ENGL 2241 ♦ Introduction to Creative Writing ..... 3

### Additional Requirements: 12 credits

Choose two of the following:

- ☐ ENGL 2261 ♦ Creative Nonfiction Writing ..... 3
- ☐ ENGL 2262 ♦ Poetry Writing ..... 3
- ☐ ENGL 2263 ♦ Fiction Writing ..... 3

Choose two of the following:

- ☐ ENGL 2251 ♦ Creative Writing for Stage and Screen ..... 3
- ☐ ENGL 2271 ♦ Creative Writing for Children and Young Adults ... 3
- ☐ ENGL 2281 ♦ A Writer's Life: Paths to Publication ..... 3
- ☐ ENGL 2291^ Manuscript Development ..... 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.



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**Program Information**

A robust certificate program that provides a well-rounded approach for any student interested in entrepreneurship. Each course is designed to provide the necessary background for a student to become an entrepreneur. The courses provide a relevant and sequential learning process for a student to conceptualize and develop a business plan for their proposed business.

**Program Goals**

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

1. Demonstrate critical thinking skills involved with various aspects of business ownership;
2. Investigate state and federal regulatory requirements for specific industries;
3. Effectively evaluate ethical decision making that involves financial statements and analyze the feasibility of an entrepreneurial idea;
4. Produce and communicate a developed business plan of your ideal business venture; and
5. Develop and produce an effective marketing plan that addresses our diverse society.

**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.
- All accounting courses must be completed within the last seven years.
- All course requirements must be complete before a certificate will be awarded.
- To complete your program, please submit the appropriate application found [here](#).
- 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 2142 | Principles of Marketing.....        | 4 |
| <input type="checkbox"/> BUS 2215 | Legal Environment of Business ..... | 3 |
| <input type="checkbox"/> BUS 2250 | Entrepreneurship .....              | 3 |

Choose one of the following:

- |                                   |                                      |   |
|-----------------------------------|--------------------------------------|---|
| <input type="checkbox"/> BUS 1105 | Individual/Corporate Income Tax..... | 3 |
| <input type="checkbox"/> BUS 1143 | Decision Making Using Excel .....    | 3 |

**Program Sequence:**

The sequence that follows is suggested for full-time students. Part-time students will need more time to complete this program. This certificate may be completed in one semester.

	Fall Semester	Spring Semester
1 <sup>st</sup> YEAR	BUS 1101.....3	BUS 2142.....4
	BUS 1105* or BUS 1143.....3	BUS 2250.....3
	BUS 2215.....3	
	<b>TOTAL .....9</b>	<b>TOTAL .....7</b>
	*Offered Fall Semester 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**

The Fitness Specialist 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 course requirements must be complete before a certificate will be awarded.
- To complete your program, please submit the appropriate application found [here](#).
- 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.*

\*\**Prior to taking HPER 2296 students are required to complete HPER 1103.*

It is recommended that a minimum of 12 program-required credits be completed or concurrently enrolled in prior to taking HPER 2296.

**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 <sup>st</sup> 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
	<b>TOTAL..... 15</b>	HPER 2296.....2
		<b>TOTAL..... 14</b>

♦ *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 Global Studies Certificate program introduces students to the interdisciplinary study of global affairs. Students will come to understand the connection between social, political, and economic forces that impact our well-being and relationships around the globe. With this increased understanding, students will be better prepared to effectively communicate with others as global citizens in our pluralistic world. This certificate is intended to complement any professional pathway that appreciates skill and commitment to global understanding and citizenship.

### Program Goals

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

1. Demonstrate an understanding of the interdependent impact of political, social, and economic facets upon our well-being in a global world; and
2. Develop tools for engagement and effective advocacy as global citizens.

### Completion Requirements

- A minimum of 12 semester credits 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 additional requirements.
- All course requirements must be complete before a certificate will be awarded.
- To complete your program, please submit the appropriate application found [here](#).
- The requirements of this program are subject to change without notice.

### Program Requirements: 3 credits

- ☐ HUM 1200 Introduction to Global Studies ..... 3

### Additional Requirements: 11 credits

#### Global Focus: Choose two courses from the following:

- ☐ ANTH/GEOG 1110 Introduction to Sustainability ..... 3  
☐ ANTH 2201 Introduction to Cultural Anthropology ..... 3  
☐ CMST 2210 Intercultural Communication ..... 3  
☐ ENGL 2210 Global Literature ..... 3  
☐ GEOG 1106 World Regional Geography..... 3  
☐ HIST 1103 Contemporary World History..... 3  
☐ HIST 1111 Modern World Civilizations I: 1500-1870..... 4  
☐ HIST 1121 Modern World Civilizations II: 1870 to the Present..... 4  
☐ HUM/WGST 2234 Women in Global Perspective..... 3  
☐ MUSC 1101 Introduction to World Music..... 3  
☐ PHIL 1115 Comparative World Religions ..... 3

#### Area Focus: Choose five credits from the following:

- ☐ FREN 1101 Beginning French Language and Culture I..... 5  
☐ FREN 1102 Beginning French Language and Culture II ..... 5  
☐ FREN 1111/HUM 1311 Introduction to French Culture ..... 3  
☐ GEOG 1101 Geography of the United States ..... 3  
☐ GERM 1101 Beginning German Language and Culture I..... 5  
☐ GERM 1102 Beginning German Language and Culture II ..... 5  
☐ GERM 1111/HUM 1211 Introduction to German Culture..... 3  
☐ GERM 2201 Intermediate German Language and Culture I..... 4  
☐ GERM 2202 Intermediate German Language and Culture II ..... 4  
☐ HIST 1160 History of Africa..... 4  
☐ HIST/WGST 2242 History of Women in Modern America..... 3  
☐ HIST 2280 History of Immigration and Ethnicity  
 in the United States ..... 4  
☐ HUM 1511 Introduction to Islam and Culture..... 3  
☐ HUM 1611 Arab History and Cultures..... 3  
☐ HUM 2231 Introduction to Africa..... 3  
☐ HUM 2232 Women in Western Civilization ..... 3  
☐ HUM/WGST 2233 Women in American Culture..... 3  
☐ SPAN 1101 Beginning Spanish Language and Culture I ..... 5  
☐ SPAN 1102 Beginning Spanish Language and Culture II ..... 5  
☐ SPAN/HUM 1111 Spanish and Latin American Culture:  
 Pre-Columbian Civilizations ..... 3  
☐ SPAN/HUM 1112 Spanish and Latin American Culture:  
 Conquest to present ..... 3  
☐ SPAN 2201 Intermediate Spanish Language and Culture I ..... 4  
☐ SPAN 2202 Intermediate Spanish Language and Culture II ..... 4

### 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 <sup>st</sup> YEAR	HUM 1200 ..... 3	Area Focus Course(s).....5-8
	Global Focus Course .....3-4	
	Global Focus Course .....3-4	
	<b>TOTAL ..... 9-11</b>	<b>TOTAL ..... 5-8</b>

◆ 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. The Integrative Health and Healing certificate program 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 course requirements must be complete before a certificate will be awarded.
- To complete your program, please submit the appropriate application found [here](#).
- The requirements of this program are subject to change without notice.

**Program Requirements: 26 credits**

- ☐ IHH 1100\* Introduction to Holistic Healing ..... 3
- ☐ 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 2105\*\* Basics in Business and Ethics for the Holistic Practitioner ..... 3
- ☐ IHH 2297^ Internship (Optional) ..... 3

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

**Program Electives: 3 credits**

Choose one of the following:

- ☐ HCCC 1000 Introduction to Healthcare Careers..... 3
- ☐ IHH 1110 Aromatherapy..... 2
- ☐ IHH 2106\*\* Introduction to Qigong ..... 3
- ☐ IHH 2107\*\* Healing Touch ..... 3
- ☐ 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.

**Program Sequence:**

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

	Fall Semester	Spring Semester
<b>1<sup>st</sup> YEAR</b>	IHH 1100..... 3	IHH 2101 ..... 3
	IHH 1102..... 3	IHH 2102..... 3
	IHH 1103..... 3	IHH 2103..... 3
	<b>TOTAL ..... 9</b>	<b>TOTAL ..... 9</b>
<b>2<sup>nd</sup> YEAR</b>	Fall Semester	Spring Semester
	Elective ..... 3	IHH 2297 (optional) ..... 3
	IHH 2100..... 3	
	IHH 2104..... 2	
	IHH 2105..... 3	
	<b>TOTAL ..... 11</b>	<b>TOTAL ..... 3</b>

◆ *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.

# Integrative Health & Wellness Coaching Certificate

Program Requirements.....	29
Wellness Requirement.....	1
Total Credits .....	30

## Program Information

The Integrative Health and Wellness Coaching certificate program is designed to prepare students to practice client-centered, “whole-person” coaching in a variety of settings. The courses in the program include theory, lab, and clinical education opportunities in both integrative health and wellness and coaching. Course content also facilitates a thorough understanding of integrative health and wellness, as well as evidence-based processes for sustainable behavior/lifestyle change, within an increasingly diverse world. Throughout the program, students will be exposed to a variety of content that provides a holistic and practice-based approach to integrative health and wellness coaching. In addition to preparing students for career success in the diverse and growing health and wellness industries, the program is designed to meet requirements for professional certification in health and wellness coaching.

## Program Goals

By completing this certificate, 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 wellness, and the complexities of this advancing field;
3. Demonstrate an understanding of the interconnectedness of mind, body, and spirit of the human system and its application in the integrative health and wellness coaching setting;
4. Integrate an advanced depth of understanding of the diverse psychosocial, cultural, environmental, and global factors of the human experience as they apply to health and wellness coaching;
5. Evaluate the role of healing strategies for self-care (including their application within health and wellness coaching), as well as strategies within the healthcare system;
6. Synthesize the coaching structure and process for tailored application to each client relationship;
7. Apply key coaching psychology theories including Motivational Interviewing, to facilitate client positivity, empowerment, self-efficacy, and self-determination;
8. Identify the growing body of scientific literature to support the efficacy of Integrative Health and Healing, as well as Integrative Health and Wellness Coaching;
9. Describe ethical responsibilities in the practice of holistic healing; integrate the health and wellness coaching scope of practice, legal, and ethical considerations into the coaching practice;
10. Demonstrate proficiency in health and wellness coaching through the synthesis of the foundational and advanced skills, theory, lab, and clinical educational content; and
11. Describe holistic healing philosophies and healing concepts with consideration to the social, cultural, environmental, and global perspectives of healing.

## 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 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 course requirements must be complete before a certificate will be awarded.
- To complete your program, please submit the appropriate application found [here](#).
- The requirements of this program are subject to change without notice.

## Program Requirements: 29 credits

<input type="checkbox"/> IHH 1100	Introduction to Holistic Healing .....	3
<input type="checkbox"/> IHH 1103	Movement and Body Manipulation Therapies .....	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 2104	Health and Wellness Coaching Skills .....	2
<input type="checkbox"/> IHH 2105	Basics in Business and Ethics for the Holistic Practitioner .....	3
<input type="checkbox"/> IHH 2204◆	Advanced Coaching Skills for a Diverse World .....	3
<input type="checkbox"/> IHH 2290◆	Integrative Lifestyle Medicine .....	3
<input type="checkbox"/> IHH 2297^	Internship .....	3

## Wellness Requirement: 1 credit

<input type="checkbox"/> HPER 1117	Introduction to Meditation and Mindfulness.....	1
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## 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	HPER 1117 .....	IHH 2101 .....
	IHH 1100 .....	IHH 2103 .....
	IHH 1103 .....	IHH 2204 .....
	IHH 2102 .....	IHH 2290 .....
	IHH 2104 .....	IHH 2297 .....
	IHH 2105 .....	
	<b>TOTAL .....</b>	<b>TOTAL .....</b>
	15	15

## Program Information

The International Business certificate program will develop students' cultural, interpersonal, and linguistic communication skills while enhancing their global and national business acumen. This certificate offers students who are studying or have studied a foreign language at the college level the opportunity to combine that skill set with business courses to fulfill requirements for a business-oriented career across all employment sectors.

## Program Goals

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

1. Understand International Business concepts and applications within the global business environment in order to apply critical thinking and ethical decision-making skills in a diverse business setting;
2. Practice effective interpersonal communication aptitudes to promote positive relationships, inclusivity, and productivity in the business environment; and
3. Demonstrate competency in another language and culture.

## 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 course requirements must be complete before a certificate will be awarded.
- To complete your program, please submit the appropriate application found [here](#).
- The requirements of this program are subject to change without notice.

## Program Requirements: 9 credits

- ☐ BUS 1103 Human Relations in the Workplace ..... 3
- ☐ BUS 2240 Introduction to International Business..... 3
- ☐ CMST 2210 Intercultural Communication..... 3

## Additional Requirements: 7-10 credits

Choose two courses from the following; at least one course must be a language course (before enrolling in a foreign language course, go to <http://bit.ly/2VbDeHS> to take the placement test):

- ☐ FREN 1101 Beginning French Language and Culture I..... 5
- ☐ FREN 1102 Beginning French Language and Culture II ..... 5
- ☐ FREN 1111/HUM 1311 Introduction to French Culture..... 3
- ☐ GERM 1101 Beginning German Language and Culture I..... 5
- ☐ GERM 1102 Beginning German Language and Culture II ..... 5
- ☐ GERM 1111/HUM 1211 Introduction to German Culture..... 3
- ☐ SPAN 1101 Beginning Spanish Language and Culture I ..... 5
- ☐ SPAN 1102 Beginning Spanish Language and Culture II ..... 5
- ☐ SPAN/HUM 1112 Spanish and Latin American Culture: Conquest to present ..... 3
- ☐ SPAN 2201 Intermediate Spanish Language and Culture I ..... 4
- ☐ SPAN 2202 Intermediate Spanish Language and Culture II ..... 4

Program note: It is recommended that students take both elective courses from the same language department.

Students who plan to transfer to a four-year college or university may want to take two semesters of the same foreign language as this is a graduation requirement for many bachelor degree programs. For assistance with course planning, students should schedule an appointment with an academic advisor. See also the college catalog Appendix for course offering information.

## Program Sequence:

The sequence that follows is suggested for full-time students. Part-time students will need more time to complete this program. This certificate may be completed in one semester.

	Fall Semester	Spring Semester
1 <sup>st</sup> YEAR	BUS 1103 .....3	BUS 2240.....3
	CMST 2210.....3	Elective course* .....3-5
	Elective course* .....3-5	
	<b>TOTAL .....9-11</b> *see Additional Requirements above	<b>TOTAL ..... 6-8</b> *see Additional Requirements above

◆ 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 IT Support Specialist certificate program focuses on the development of job- or career-specific skills in a short-term, concentrated format. Many courses may apply toward the Associate of Science (AS) degree in Computer Networking and the Associate of Science (AS) degree in Cybersecurity.

**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 computer devices;
3. Demonstrate the skills necessary to administer and monitor computer systems;
4. Exhibit mastery of problem-solving skills to troubleshoot existing and emerging technologies; and
5. Function as responsible and ethical IT Support Specialists 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 certificate.

**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.
- Courses must be completed within three years. Students may petition to extend the window beyond the three years.
- All course requirements must be complete before a certificate will be awarded.
- To complete your program, please submit the appropriate application found [here](#).
- The requirements of this program are subject to change without notice.

**Program Requirements: 16 credits**

<input type="checkbox"/> BUS 1112	Computer Concepts and Applications .....	3
<input type="checkbox"/> BUS 1145	Customer Service .....	3
<input type="checkbox"/> CNET 1100	Introduction to Information Technology .....	3
<input type="checkbox"/> CNET 1105	Introduction to Cybersecurity .....	1
<input type="checkbox"/> CNET 1212	Client Operating Systems .....	3
<input type="checkbox"/> CNET 2101♦	Introduction to Networks .....	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.



# Network Support & Administration

Certificate

Program Requirements..... 18

Additional Requirements..... 12

Total Credits ..... 30

## Program Information

Computer Networking certificates focus on the development of job- or career-specific skills in a short-term, concentrated format. Many courses may apply toward the Associate of Science (AS) 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.
- Courses must be completed within three years. Students may petition to extend the window beyond the three years.
- All course requirements must be complete before a certificate will be awarded.
- To complete your program, please submit the appropriate application found [here](#).
- The requirements of this program are subject to change without notice.

## Program Requirements: 18 credits

<input type="checkbox"/> CNET 1100	Introduction to Information Technology .....	3
<input type="checkbox"/> CNET 1212	Client Operating Systems .....	3
<input type="checkbox"/> CNET 1213♦	Server Operating Systems .....	3
<input type="checkbox"/> CNET 2101♦	Introduction to Networks .....	3
<input type="checkbox"/> CNET 2302♦	Routing, Switching, and Wireless Essentials.....	3
<input type="checkbox"/> CNET 2305♦	Enterprise Networking, Security, and Automation. 3	

## Additional Requirements: 12 credits

<input type="checkbox"/> BUS 1103	Human Relations in the Workplace .....	3
<b>OR</b>		
<input type="checkbox"/> BUS 1145	Customer Service.....	3

Electives: Choose a minimum of 9 credits from the following:

<input type="checkbox"/> CNET 1000	IT Exploration.....	2
<input type="checkbox"/> CNET 1105	Introduction to Cybersecurity .....	1
<input type="checkbox"/> CNET 2110♦	Principles of IT Security .....	3
<input type="checkbox"/> CNET 2114	Fundamentals of Linux/UNIX.....	3
<input type="checkbox"/> CNET 2125	System Virtualization.....	3
<input type="checkbox"/> CNET 2200♦	Network Forensics .....	2
<input type="checkbox"/> CNET 2215♦	Managing Network Security .....	3
<input type="checkbox"/> CNET 2230♦	Ethical Hacking.....	3
<input type="checkbox"/> CNET 2297^	Field Experience and Seminar .....	1-4
<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

♦ 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.



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### 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 practice experience in the pharmacy technician lab and have the option to gain further "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 course requirements must be complete before a certificate will be awarded.
- To complete your program, please submit the appropriate application found [here](#).
- The requirements of this program are subject to change without notice.

### Developmental Courses

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

### Related Program Information

- Internship sites may require students to maintain specific requirements to ensure personal and patient health and safety.
- All Pharmacy Technician Core classes are offered at the Cambridge Campus.

### Program Requirements: 10 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 (optional)..... 5

### General Education: 6 credits

- ☐ BIOL 1102 Medical Terminology ..... 2
- ☐ BIOL 1104 The Human Body—Structure and Function..... 4
- OR**
- ☐ BIOL 1106 Principles of Biology I..... 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 <sup>st</sup> YEAR	BIOL 1102.....2	PHAR 2110.....2
	BIOL 1104 OR 1106.....4	PHAR 2120.....2
	PHAR 1100.....2	PHAR 2297 (optional).....5
	PHAR 2100.....2	
	PHAR 2130.....2	
	<b>TOTAL ..... 12</b>	<b>TOTAL ..... 4 or 9</b>

♦ 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.

# Retail Management

## Certificate

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

### Program Information

Business certificates focus on the development of job- or career-specific skills in a short-term, concentrated format. The Retail Management certificate program is earned after completion of 16 credits. Many courses may apply toward Associate of Science (AS) and Associate of Applied Science (AAS) degrees in Business.

### Program Goals

By completing this certificate, students will achieve the following learning goals as applied in the retail environment:

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 course requirements must be complete before a certificate will be awarded.
- To complete your program, please submit the appropriate application found [here](#).
- The requirements of this program are subject to change without notice.

### Program Requirements: 16 credits

- |                                   |  |   |
|-----------------------------------|--|---|
| <input type="checkbox"/> BUS 1103 | Human Relations in the Workplace ..... | 3 |
| <input type="checkbox"/> BUS 1145 | Customer Service .....                 | 3 |
| <input type="checkbox"/> BUS 1149 | Professional Selling .....             | 3 |
| <input type="checkbox"/> BUS 2242 | Principles of Retailing.....           | 3 |
| <input type="checkbox"/> BUS 2244 | Principles of Management .....         | 4 |

### Program Sequence:

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

	Fall Semester	Spring Semester
1 <sup>st</sup> YEAR	BUS 1103 ..... 3	BUS 2242 ..... 3
	BUS 1145..... 3	BUS 2244..... 4
	BUS 1149..... 3	
	<b>TOTAL ..... 9</b>	<b>TOTAL ..... 7</b>

◆ *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.



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# Small Business Accounting

Certificate

 Program Requirements..... 17  
 Total Credits ..... 17

## 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 (AS) degree and/or an Associate of Applied Science degree (AAS) in Accounting or Business. For additional information, visit our website at: [AnokaRamsey.edu/](http://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 course requirements must be complete before a certificate will be awarded.
- To complete your program, please submit the appropriate application found [here](#).
- The requirements of this program are subject to change without notice.

## Program Requirements: 17 credits

<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
<input type="checkbox"/> BUS 2215	Legal Environment of Business .....	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
1 <sup>st</sup> YEAR	BUS 1112.....3	BUS 1134*.....2
	BUS 2125.....4	BUS 1135*.....2
	BUS 2215.....3	BUS 1143.....3
	<b>TOTAL .....</b>	<b>TOTAL .....</b>
	<b>10</b>	<b>7</b>
		*Offered Spring Semester 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.



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# Social Media Marketing

## Certificate

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

### Program Information

Start your career in the exciting and growing field of Social Media Marketing or incorporate new marketing techniques and skills into your current position with a Social Media Marketing Certificate from Anoka-Ramsey Community College. Learn how social platforms are used to develop communication and marketing strategies for nonprofits, businesses, organizations or governments. From Facebook to Instagram, YouTube, blogging, LinkedIn and more, discover new social media strategies that apply across all social networks. Earning the Social Media Marketing Certificate will help you increase your understanding of social networks and provide practical, how-to techniques to incorporate social platforms into an organization or business.

### Program Goals

By completing this certificate, students will achieve the following learning goals as applied in a social media marketing environment:

1. Use critical-thinking skills to analyze and solve business problems; and
2. Demonstrate effective business communications.

### 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 course requirements must be complete before a certificate will be awarded.
- To complete your program, please submit the appropriate application found [here](#).
- The requirements of this program are subject to change without notice.

### Program Requirements: 16 credits

- |                                   |                                      |   |
|-----------------------------------|--------------------------------------|---|
| <input type="checkbox"/> BUS 1104 | Written Business Communications..... | 3 |
| <input type="checkbox"/> BUS 1180 | Developing Web Pages.....            | 3 |
| <input type="checkbox"/> BUS 2142 | Principles of Marketing.....         | 4 |
| <input type="checkbox"/> BUS 2143 | Social Media Marketing.....          | 3 |
| <input type="checkbox"/> BUS 2144 | Principles of Advertising.....       | 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
1 <sup>st</sup> YEAR	BUS 2142 .....4	BUS 1104 .....3
	BUS 2143 .....3	BUS 1180 .....3
	BUS 2144 .....3	
	<b>TOTAL ..... 10</b>	<b>TOTAL ..... 6</b>

◆ *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.



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**Program Information**

The Sustainability certificate program will provide students with an understanding of the foundation of sustainability, as well as insights and tools for encouraging and strengthening environmental awareness and action in their personal lives and communities. The emerging green economy will require individuals with diverse backgrounds as well as knowledge in their individual field. The certificate program will provide students the opportunity to extend their sustainability knowledge beyond the traditional fields. Students will be encouraged to choose courses from a range of disciplines including: environmental, economic, social/cultural, and wellness. Courses will prepare students to holistically view and thoroughly understand system interconnectivity in our changing modern world.

**Program Goals**

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

1. Understand what sustainability is, how systems thinking is used within sustainability, and how sustainability applies to various disciplines;
2. Understand the basics of natural systems and their interactions with humans, as well as the principles and challenges of conservation;
3. Demonstrate an understanding of the science behind climate change, the interaction of historic climate change and society with respect to technology, social organization, political organization, and other aspects of culture, the potential global consequences of climate change, and strategies for mitigating and adapting to it;
4. Demonstrate an understanding of global environmental policy and its consequences; and
5. Understand sustainability across various scales, from the local to the global, as well as the connections that exist between those scales.

**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 course requirements must be complete before a certificate will be awarded.
- To complete your program, please submit the appropriate application found [here](#).
- The requirements of this program are subject to change without notice.

**Program Requirements: 7 credits**

- ☐ ANTH/GEOG 1110 Introduction to Sustainability ..... 3
- ☐ BIOL 1103 Environmental Science Lecture..... 3
- ☐ BIOL 1133 Environmental Science Lab..... 1

**Additional Requirements: 9 credits**

Choose 9 credits from the following:

- ☐ ANTH 2251 Environmental Anthropology ..... 3
- ☐ BIOL 2209♦ General Ecology..... 4
- ☐ ECON 2206 Principles of Microeconomics ..... 3
- ☐ GEOG 1101 Geography of the United States ..... 3
- ☐ GEOG 1103 Physical Geography ..... 3
- ☐ GEOG 1106 World Regional Geography..... 3
- ☐ GEOG 1108 Minnesota Geography ..... 3
- ☐ NATS 1051 Energy Issues and Solutions ..... 2
- ☐ PHIL 1120 Environmental Ethics ..... 3
- ☐ POLS 1141 Environmental Politics..... 3
- ☐ PSYC/SOC 2260♦ Social Psychology ..... 3
- ☐ SOC 2100 Sociology of Food ..... 3
- ☐ SOC 2221♦ Social Problems..... 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 Therapeutic Massage diploma program is designed to prepare students to practice client-centered care in a variety of settings. The program includes anatomy and physiology, theory, massage techniques, practical experience, and personal and professional development. Massage techniques include both basic and advanced massage approaches, including Swedish, sports, neuromuscular, myofascial, and trigger point work. The program provides supportive coursework on the structure and function of the body to enable sound decision making and to ensure a safe practice. In the clinical massage courses, the therapeutic benefits of massage are explored as students learn to apply their skills to both relax clients and address common clinical conditions. The courses further prepare students for career success in the diverse employment opportunities waiting for them in the health and wellness industries. The coursework meets all the requirements in preparation for the Massage & Bodywork Licensing Examination (MBLEx). The program provides over 750 total program hours, with a minimum of 376 lecture hours and 408 lab/practicum hours.

**Program Goals**

Upon completion of the Therapeutic Massage program graduates will demonstrate achievement of program outcomes by being able to:

1. Demonstrate knowledge in assessing, setting applicable goals, planning appropriate massage techniques, and evaluating outcomes for each client;
2. Apply practical working knowledge of anatomy, kinesiology, physiology, and pathology as it pertains to the practice of therapeutic massage in the process of providing effective and beneficial massage therapy to a varied client population;
3. Utilize technical, critical thinking, and problem-solving skills in their clinical/administrative performance;
4. Promote and maintain professional and successful relationships between clients, colleagues, and other health care providers;
5. Utilize evidence-based clinical judgment, sound ethical principles, values, and critical thinking skills in the practice of their profession;
6. Practice the profession with the recognition of and sensitivity to cultural and socioeconomic differences;
7. Demonstrate an appreciation of one's own body and the importance of self-care, including an understanding of the principles of body mechanics in order to promote safety and prevent injury while practicing massage therapy;
8. Obtain eligibility to sit for licensing exams; and
9. Demonstrate understanding of the importance of affiliations with professional organizations, marketing of professional skills, and being a vital member of the health care delivery system.

**Program Admission & Related Requirements**

Program admission requires completion of pre-program orientation. Clinical/practicum facilities require students to maintain specific requirements to ensure student and client health and safety. Proof that these requirements are met must be furnished by the student and include but are not limited to:

- A recent physical examination including current immunity titers and a current negative Tuberculosis (TB) screening.

◆ *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.

- Current certification in American Heart Association: BLS Healthcare Provider is required for all Clinical/Practicum courses.
- A cleared Background Study is required from the State of Minnesota.

**Completion Requirements**

- A minimum of 12 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.
- A minimum grade of C must be earned in all program requirements.
- All MASG courses must be completed at ARCC or have been approved for credit for prior learning.
- Completion of specific diploma requirements.
- To complete your program, please submit the appropriate application found [here](#).
- The requirements of this program are subject to change without notice.

**Developmental Courses**

Successful entry into this program requires a specific level of skill in the areas of English and Reading. Admission requires an ability to do college level reading and writing as demonstrated by meeting enrollment requirements for ENGL 1121.

**Program Requirements: 32 credits**

<input type="checkbox"/> MASG 1001◆	Introduction to Massage .....	4
<input type="checkbox"/> MASG 1020◆	Functional Anatomy and Kinesiology for Clinical Massage .....	4
<input type="checkbox"/> MASG 1021◆	Clinical Massage Techniques I .....	4
<input type="checkbox"/> MASG 1022◆	Pathology for Clinical Massage .....	3
<input type="checkbox"/> MASG 1023◆	Clinical Massage for Special Populations.....	4
<input type="checkbox"/> MASG 2102	Food as Medicine/Biologically Based Therapies.....	3
<input type="checkbox"/> MASG 2105	Basics in Business and Ethics for the Holistic Practitioner .....	3
<input type="checkbox"/> MASG 2108◆	Clinical Massage Techniques II .....	4
<input type="checkbox"/> MASG 2296	Clinical Massage Practicum On-Campus Clinic ....	1
<input type="checkbox"/> MASG 2298	Clinical Massage Internship .....	2

**General Education: 6 credits**

<input type="checkbox"/> BIOL 1102	Medical Terminology .....	2
<input type="checkbox"/> BIOL 1104	The Human Body—Structure and Function.....	4

## Therapeutic Massage

Diploma

**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
<b>1<sup>st</sup> YEAR</b>	BIOL 1102..... 2	MASG 1020 ..... 4
	BIOL 1104..... 4	MASG 1021 ..... 4
	MASG 1001 ..... 4	MASG 1022 ..... 3
	MASG 2102 ..... 3	MASG 1023 ..... 4
	<b>TOTAL ..... 13</b>	<b>TOTAL ..... 15</b>
<b>2<sup>nd</sup> YEAR</b>	Fall Semester	
	MASG 2105 ..... 3	
	MASG 2108 ..... 4	
	MASG 2296 ..... 1	
	MASG 2298 ..... 2	
	<b>TOTAL ..... 10</b>	

◆ *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 31.

## 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: [AnokaRamsey.edu/](http://AnokaRamsey.edu/).

## Accounting

See separate course listings for Business beginning on page 140.

## Alcohol & Drug Counseling Studies

### ADCS 1110 Pharmacology for Substance Use Disorder, 3 credits

Prerequisites: Completion of ADCS Orientation. Pre- or co-requisite ADCS 1120.

Recommended Skills, Abilities, or Coursework: Must be able to do college-level reading and writing as demonstrated by meeting enrollment requirements for ENGL 1121.

This course provides the knowledge related to psychoactive drug classifications and the physiological, biochemical, and psychological effects of psychoactive drugs. This course describes the characteristics of several types of mental illness, how they co-vary with substance use disorders, as well as the treatment modalities. (CC-fall)

### ADCS 1120 Substance Use Disorder Assessment, 4 credits

Prerequisites: Completion of ADCS Orientation. Pre- or co-requisite ADCS 1110.

Recommended Skills, Abilities, or Coursework: Must be able to do college-level reading and writing as demonstrated by meeting enrollment requirements for ENGL 1121.

This course is designed to teach students the knowledge and skills necessary to successfully perform assessment interviews and diagnosis

of substance use problems. Students will learn about the qualities of good assessment, motivational interviewing skills, the interview process, screening tools, the Diagnostic Statistical Manual (DSM), and the impact on placement and treatment planning. (CC-fall)

### ADCS 1200 Substance Use Disorder Counseling, 4 credits

Prerequisites: ADCS 1110, ADCS 1120, HPER 1102

This course addresses addiction counseling theory and practice, professional and ethical responsibility, reporting and record keeping, as well as culturally appropriate models for counseling. (CC-spr)

### ADCS 1210 Substance Use Disorder Case Management, 4 credits

Prerequisites: ADCS 1110, ADCS 1120, HPER 1102

This course provides the knowledge and skills necessary for successful case management for substance abuse counseling. Specifically, this course will focus on the theory of case management for alcohol and drug counseling, related state and federal laws, the Twelve Core Functions, the Rules of Professional Conduct, and the practice of clinical writing. (CC-spr)

### ADCS 2297 Substance Use Disorder Counseling Practicum I, 5 credits

Prerequisites: ADCS 1200, ADCS 1210

This course is intended to provide students with the opportunity to demonstrate the knowledge and skills acquired during their academic coursework and transfer it into clinical settings. This internship requires students to demonstrate competence in the Transdisciplinary Foundations of 8 Practice Dimensions (12 core functions) of alcohol and drug counseling, including culturally competent and professionally ethical practice. Students will also be given guidance on how to take the licensure exam. Course is taken pass/fail. (CC-fall)

### ADCS 2298 Substance Use Disorder Counseling Practicum II, 5 credits

Prerequisite: ADCS 2297

This course is intended to provide students with the opportunity to demonstrate the knowledge and skills acquired during their academic coursework and transfer it into clinical settings. This internship requires students to demonstrate competence in the Transdisciplinary Foundations of 8 Practice Dimensions (12 core functions) of alcohol and drug counseling, including culturally competent and professionally ethical practice. Students will also be given guidance on how to take the licensure exam. Course is taken pass/fail. (CC-spr)

## 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; Online: sum)

### 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.

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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 additional cultural information to aid student development of awareness of and appreciation for the unique linguistic relationship between language and culture among those deaf/hard-of-hearing individuals who use ASL to communicate. (CR-fall & spr; CC-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 1110 Introduction to Sustainability, 3 credits**

(Meets MnTC Goals 5A & 10) (Cross-listed as GEOG 1110)

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

This course introduces students to the concept of sustainability and explores how today's human societies can adapt in the face of global climate change, ecosystem degradation, and resource limitations. The course focuses on key knowledge areas of sustainability theory and practice including population, ecosystems, global climate change, energy, agriculture, water, environmental economics and policy, ethics, and cultural history. It will include discussions on maintaining ecological and environmental health, creating economic welfare, instituting cultural change, and ensuring social justice. Case studies and/or case simulations will be used to provide the student with real world examples and applications. (Online: fall & spr)

### **ANTH 2201 Introduction to Cultural Anthropology, 3 credits**

(Meets MnTC Goals 5B & 8)

Recommended Skills, Abilities, or Coursework: Students should be prepared to do college-level reading, analysis, and writing.

Cultural anthropology is the study of culture and 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: fall, spr, sum)

### **ANTH 2202 Introduction to Physical Anthropology, 3 credits**

(Meets MnTC Goals 5B & 10)

Recommended Skills, Abilities, or Coursework: Students should be prepared to do college-level reading, analysis, and writing.

This course focuses on 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: spr & sum)

### **ANTH 2251 Environmental Anthropology, 3 credits**

(Meets MnTC Goals 5B & 10)

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

This course focuses on 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. (Online: fall)

### **ANTH 2261 Principles of Archaeology, 3 credits**

(Meets MnTC Goals 5B & 8)

Recommended Skills, Abilities, or Coursework: Students should be prepared to do college-level reading, analysis, and writing.

This course focuses on 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 in excavations. (Online: spr)

### **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 experi-

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ments 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 & spr; 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)

This course is an introduction to the art and architecture of cultures in both the East and West from Pre-History to the Renaissance period. Students will consider the historic and symbolic nature of the work and explore how art and architecture reveal the behavioral patterns and value 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)

This course is an 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 reveal the behavioral patterns and value systems of various cultures. The course will include museum visits, slide presentations, and visiting lecturers. (CR-spr; Online: fall)

### **ART 1115 Foundation Design I: 2 Dimensional Design, 3 credits**

(Meets MnTC Goal 6C)

The course covers the fundamental design concepts of two dimensional visual theory. This course prepares students to succeed in future art studio courses, both two dimensional and three dimensional, 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 and 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 work in the studio outside of class during the semester. (CC & CR-fall)

### **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 Foundation Design II: 3 Dimensional Design, 3 credits**

(Meets MnTC Goal 6C)

The course covers concepts concerning the elements 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 and 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 work in the studio outside of class during the semester. (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)

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 1139 Flameworked Glass 1, 3 credits**

This course introduces the basic techniques involved in flameworking glass from its solid/borosilicate 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 sculptures and vessels at the torch. A supply fee is required. Additional costs may be incurred based on individual student

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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.

### **ART 1141 Foundation Drawing I, 3 credits**

(Meets MnTC Goal 6C)

The course 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 an essential skill required for working in all art forms both 2D and 3D. A course fee is required and 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 work in the studio outside of class during the semester. (CC & CR-fall, spr)

### **ART 1142 Foundation Drawing II, 3 credits**

(Meets MnTC Goal 6C)

Prerequisite: ART 1141 or ART 1241.

The course 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. Students learn to manipulate new materials. The class emphasizes process, color, style, personal imagery, and conceptual ideas. A course fee is required and 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 work in the studio outside of class during the semester. (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 Introduction to Graphic Design, 3 credits**

(Meets MnTC Goal 6C)

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

The course 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 and 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 work in the studio outside of class during the semester. (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\* Introduction to Digital Photography, 3 credits**

(Meets MnTC Goal 6C)

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

The course introduces students to the basic process and techniques of digital photography. The course covers camera operation, shooting styles, image adjustments, and correction using image-editing software. Students will learn how to use photography as a creative tool for self-expression, social exploration, and documentation. Students will address the social impact of photography in history. A course fee is required and students need a (DSLR) Digital Single Lens Reflex camera. The Art department has a limited supply of cameras for student check out. Students should be prepared to work in the studio outside of class during the semester. (CC & CR-fall, spr)

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

### **ART 1161 Introduction to Sculpture, 3 credits**

(Meets MnTC Goal 6C)

The course 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 and 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 work in the studio outside of class during the semester. (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

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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-fall & 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.

### **ART 1165 Introduction to Black & White Film Photography, 3 credits**

(Meets MnTC Goal 6C)

The course 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 and additional costs may be incurred based on individual student need. See course notes or contact the instructor for additional information. The Art department has cameras available for students to check out. Students should be prepared to work in the studio outside of class periodically during the semester. (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-spr)

### **ART 1170 Foundation Digital Imaging I: Photoshop, 3 credits**

(Meets MnTC Goal 6C)

The course 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 included are digital image manipulation, scanning, image compositing, and inkjet printing. A course fee is required and 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 work in the studio outside of class during the semester. (CR-fall & spr)

### **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.

### **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.

### **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 Introduction to Painting, 3 credits**

(Meets MnTC Goal 6C)

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

The course 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 various artists' styles and art movements. This course will focus on personal expression in addition to an emphasis on technical skill. Students will work on exercises in class as well as independently. A course fee is required and 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 work in the studio outside of class periodically during the semester. (CC & CR-fall, spr)

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**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 & spr; CC-spr)

**ART 1251 Introduction to Ceramics, 3 credits**

(Meets MnTC Goal 6C)

The course introduces students to hand-crafted ceramic art. The course covers the basic material 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 and 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 work in the studio outside of class periodically during the semester. (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. (CR-fall & spr)

**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

The 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 and 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 work in the studio outside of class periodically during the semester. (CR-spr)

**ART 1291 Introduction to Printmaking II, 3 credits**

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)

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**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 and Professional Practice, 2 credits**

Prerequisites: Students must complete the following core courses: ART 1107, ART 1108, ART 1115, ART 1117, ART 1141, ART 1170.

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 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.

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## Biology

### **BIOL 1100\* Unifying Concepts in Biology, 4 credits**

(Meets MnTC Goal 3)

Recommended Skills, Abilities, or Coursework: MATH 0240 with a grade of C or better, or the appropriate score on math placement test. Ability to do college level reading and writing as demonstrated by meeting enrollment requirements for ENGL 1121.

This is an 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)

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

### **BIOL 1102 Medical Terminology, 2 credits**

This course covers scientific terminology as it applies to human medicine and related professions. Interpretation and building a vocabulary of medical terms from Latin and Greek roots will also be discussed. (CR-fall & spr; Online: fall, spr, sum)

### **BIOL 1103\* Environmental Science Lecture, 3 credits**

(Meets MnTC Goals 3 & 10)

This course is an introduction to the basic characteristics and dynamics of ecosystems. Students will explore the effects of the increasing and changing human demands on our environment. This course includes an environmentally based lab-like experience. An optional 1-credit lab is also offered. (CC & CR-fall, spr; 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)

Recommended Skills, Abilities, or Coursework: MATH 0240 with a grade of C or better, or the appropriate score on math placement test. Ability to do college level reading and writing as demonstrated by meeting enrollment requirements for ENGL 1121.

This is an 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. (CC & CR-spr; Online: fall)

### **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. In this course, students will learn about topics related to the process of science, chemistry of life, metabolism, cell structure and processes, inheritance patterns, the molecular basis of inheritance, and evolution. Students will also explore the impacts of these topics on society and global culture. Corequisite courses 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 advised for non-majors. (CC & CR-fall, spr, 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 WGST 1108)

This course studies the biological aspects of being a woman. Analysis of assumptions concerning women's biology and women's health care, including the importance of taking a responsible role in personal health care, will be addressed. The course 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. It also 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)

This is an 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 three different rotating themes. Students may take the course up to three times with a different theme each time. (CR-fall, spr, sum)

### **BIOL 1133\* Environmental Science Lab, 1 credit**

(Meets MnTC Goal 3) (Formerly BIOL 1103 L)

Prerequisite or Co-requisite BIOL 1103.

Recommended Skills, Abilities, or Coursework: MATH 0240 with a grade of C or better, or the appropriate score on math placement test. Ability to do college level reading and writing as demonstrated by meeting enrollment requirements for ENGL 1121.

This is an 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 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)

This course is 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.

### **BIOL 2113 Human Anatomy & Physiology I, 4 credits**

(Meets MnTC Goal 3)

Prerequisite: BIOL 1106

This course is an 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, integumentary system, skeletal system, articulations, muscular system, nervous system, special senses, and endocrine system. Laboratory work will include animal dissection, data collection and analysis. (CC & CR-fall, spr, sum)

### **BIOL 2114 Human Anatomy & Physiology II, 4 credits**

(Meets MnTC Goal 3)

Prerequisite: BIOL 2113

This course is an intensive, detailed study of body structure and function utilizing principles of chemistry, biochemistry, anatomy and physiology. Includes the following topics: cardiovascular system, lymphatic system,

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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-fall & spr; CR-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-fall & spr; 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 even 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 odd 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 even 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 odd 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 where students explore scientific research in molecular and cellular biology, genetics, biochemistry, developmental biology, microbiology, ecology, plant sciences, and/or other fields of student/faculty interest. IRSP includes 1 week of research literature training and orientation conducted by ARCC faculty and 10 weeks of laboratory or field research under the guidance of both a University of Minnesota faculty mentor and an ARCC faculty mentor. Students earn three semester credits upon successful completion of their research experience assessed by an oral and/or written presentation of their work. Participating students are highly encouraged to present their work at institutional, regional, or national research showcases or meetings. ARCC is committed to an inclusive and equitable learning environment and encourages students of diverse backgrounds to apply.

### **BIOL 2230 Directed Research in Biology, 2 credits**

Prerequisites: A college level biology course with lab is **required** and permission of the instructor.

Recommended Skills, Abilities, or Coursework: MATH 0240 with a grade of C or better, or the appropriate score on math placement test. Ability to do college level reading and writing as demonstrated by meeting enrollment requirements for ENGL 1121.

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, up to a total of 6 credits. Students must be prepared to spend 4-8 hours/week outside of class on the research project. (CR-fall, spr, sum)

### **BIOL 2299 Independent Study, 1-4 credits**

Prerequisites: One biology course successfully completed with a grade of C or better and permission of the instructor.

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)

### **BMED 2100 Design & Manufacturing in the Medical Device Industry, 3 credits**

This course provides an introduction to the design and manufacturing of medical devices with special focus on the unique design manufacturing challenges that are necessary to achieve World Class Manufacturing (WCM) excellence. The course describes the fundamental systems used in the design, development, and manufacturing of medical devices and how these relate to industry regulations. Specific topics include: material and process selection considerations, aseptic processes, clean-room techniques, sterilization processes, clinical testing, lot traceability, introduction to automation and control systems, testing and instrumentation lab and manufacturing controls. (CR-fall)

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**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 2600 Fundamentals of Dimensional Metrology, 2 credits**

All things manufactured need to be measured. Metrology is the science of measurement and is used to determine if a part meets its required form, fit or function. This course is designed to train students on metrology equipment used in industry to measure the physical size or distance from any given object. Both English (inch) and Metric (cm) systems of measurement will be used in measuring practices. Completing this course will enhance the learner's ability to gain employment in a manufacturing/machining/medical facility area and/or increase their chances of advancement in Quality Assurance related roles. (CR-fall)

**Business****BUS 1101 Introduction to Business, 3 credits**

An introductory study of the functional areas of business to help students realize the integral role business plays in the economy and our lifestyles. Topics include the major elements in the business environment, forms of business ownership, competition in the domestic and international market, management of human and financial resources, marketing, business technology and information management, accounting, and business and personal finance. (CC-fall; CR-fall & spr; Online: fall, spr, 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

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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; 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. (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 OS and the Microsoft Office (Windows) applications including Word, Excel, Access, and PowerPoint. (CR-fall & spr; CC-spr; Online: fall, spr, sum)

### **BUS 1115 Internet Essentials, 1 credit**

This is an 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 1119 Database Management Using Microsoft Access, 3 credits**

Recommended Skills, Abilities, or Coursework: BUS 1112 or equivalent. Microsoft Access is used in this course to design and create databases. Topics include creating tables, 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 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 1124 PowerPoint and Web Conferencing, 3 credits**

Recommended Skills, Abilities, or Coursework: BUS 1112 or previous knowledge of computer applications software.

To prepare students to work in today's digital, flexible, and mobile world, students will design and customize presentations using Microsoft PowerPoint and web conferencing tools. Topics include the integration of slide design, audio, video, engagement tools, cloud storage, and web conferencing to enable students to practice formally and informally sharing ideas, making recommendations, and conducting effective sessions with the in-

structor and class members. Requirements: A current version of Microsoft Office (for Windows), computer microphone, and webcam. (Online: fall)

### **BUS 1130 Accounting Fundamentals, 1 credit**

Recommended Skills, Abilities, or Coursework: It is recommended that BUS 1130 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 2125 or the consent of the instructor.

This is a hands-on course in which students will use a computerized software package such as QuickBooks to record, report, and analyze business transactions. (Online: spr)

### **BUS 1135 Payroll Accounting, 2 credits**

Prerequisite: BUS 2125 or the consent of the instructor.

This course focuses on basic payroll activities which includes the computation, recording and reporting of employee withholdings, employer payroll taxes, and take-home pay. (Online: spr)

### **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 in which you are employed. 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 1149 Professional Selling, 3 credits**

This course is an 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 docu-

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ments 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.

### **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)

### **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: spr)

### **BUS 1221 Supervision, 3 credits**

The focus of this course is 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 as it contributes to an organization's strategic objectives. Major topics include job analysis and evaluation, recruitment, staffing and selection, compensation, training and development, labor relations, occupational health and safety, onboarding, and other associated activities. (Online: fall & spr)

### **BUS 2015 Benefits & Compensation, 3 credits**

This course addresses the key elements and strategies of benefits and compensation management. Students learn the complexities of strategic compensation planning, job evaluation systems, and the establishment of an effective compensation structure. Additional focus is placed on employee benefit programs, incentive plans for non-management, management, and executive employees. (Online: fall)

### **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)

### **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 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 historical and contemporary labor issues. (Online: fall)

### **BUS 2030 Human Resource 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)

### **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; Online: fall, spr, sum)

### **BUS 2141 Personal Finance, 3 credits**

This course focuses on 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. (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. (CR-spr; Online: fall, spr, sum)

### **BUS 2143 Social Media Marketing, 3 credits**

The course will explore the foundations of social media marketing. Students will learn how social media is used in a business setting and how to boost brand recognition and achieve organizational goals. Students will learn to establish social media strategies, build and manage campaigns, and develop social media content. Current social media and emerging media channels will be discussed. Social media analytics and metrics will be analyzed. Students may be required to establish social media accounts in order to complete hands-on social media projects.

### **BUS 2144 Principles of Advertising, 3 credits**

This course will introduce students to the theories and concepts that underlie modern marketing efforts related to advertising. These include awareness and analysis of the primary media and techniques used to iden-

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tify, inform and persuade target populations. Delivery channels including online and social media advertising strategies will be discussed. Typical institutions and occupational opportunities in advertising will be explored as well as ethical dimensions of advertising. (Online: fall)

#### **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; 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: Permission of instructor.

Students earn credits for supervised work experience in accounting 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 2227 Management/Marketing Internship & Seminar, 3 credits**

Prerequisite: Permission of instructor.

Students earn credits for supervised work experience in management or marketing positions. They attend seminars and complete projects related to their internship. This internship is taken at the end of the course of study and is meant to give students the opportunity to get work experience related to their program of study and to do work-related activities and problem-solving. (Online: spr)

#### **BUS 2228 Office Technology Internship & Seminar, 3 credits**

Prerequisite: Permission of instructor.

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

This internship is intended for students who are in the AAS Office Technology program. Students will create and use their job-seeking documents and course-related skills to obtain an internship and earn credits for supervised work experience in office technology positions. They will attend seminars and complete projects related to their internship. This 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 as well as international management, marketing, finance, exporting, and importing functions. An in-depth study of doing business in a specific country is required. (Online: spr)

#### **BUS 2242 Principles of Retailing, 3 credits**

This course is a 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. (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**

Recommended Skills, Abilities, or Coursework: BUS 1174 or office experience.

This course focuses on developing students' office management skills for effective use of people, technology, systems, equipment, and space. Topics include human resources management, productivity and work simplification, records management, ergonomic office design, quality improvement, and project management. (Online: spr)

#### **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 Exploration Workshop, 1 credit**

This course is designed to help students explore possible career options. The goal is directed at expanding awareness of self in order to make deliberate career choices. The course will help students identify their interests, values, personality, and skills in order to recognize the many components that go into making career decisions. (CR-spr; Online: fall)

#### **CAOR 1102\* Career Exploration, 2 credits**

In this course, students will gain an expanded understanding of themselves related to their interests, skills, personality, and values as part of the career development process. Information gained from self-exploration will provide the foundation for the students' occupational research, analysis, and preliminary decision-making regarding their future career plans. In addition, students will learn a variety of job search strategies including resume writing, interviewing, and networking skills. (CR-fall; Online: spr & sum)  
\*This course is offered through ARCC's Concurrent Enrollment Program.

### **Chemistry**

#### **CHEM 1020\* Interpretive Chemistry, 4 credits**

(Meets MnTC Goal 3)

Prerequisite: MATH 0230 or MATH 0240, or a score of 265 or higher on the NextGen Accuplacer Arithmetic placement test, or equivalent.

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This is an introductory course in chemistry emphasizing elementary principles and applications intended for nonscience and allied health majors and preparation for the Principles of Chemistry sequence. 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. (CR & Online: fall, spr, sum; CC-fall & spr)

\*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 0230 or MATH 0240 with a grade of C or better, or the appropriate score on the math placement test or its equivalent. High school chemistry or equivalent.

This is an introductory course in chemistry with emphasis on chemical applications in biological systems. The course is intended for non-science and allied health majors or preparation for the Principles of Chemistry sequence. Topics include nomenclature, conversions (including dosage calculations), stoichiometry, solutions, acid-base chemistry, reaction rates and equilibrium, radioactivity, organic functional groups, carbohydrates, lipids, amino acids, and proteins. Two lecture hours and one three-hour laboratory per week. (CR-fall, spr, sum; CC-fall & spr)

### **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.

Recommended Skills, Abilities, or Coursework: MATH 1200

This course is the first semester of a two-semester sequence for liberal arts and sciences students and for students majoring in science and engineering or studying for careers in the allied health professions. Topics include measurement, atomic theory, nomenclature, reactions, chemical calculations, solutions, gases, thermochemistry, quantum theory, periodicity, bonding, and molecular geometry. This course requires three lecture hours and one three-hour laboratory per week. (CR-fall, spr, sum; CC-fall & spr)

### **CHEM 1062 Principles of Chemistry II, 4 credits**

(Meets MnTC Goals 2 & 3)

Prerequisites: CHEM 1061 and MATH 0250 required, or appropriate math placement score, or equivalent.

Recommended Skills, Abilities, or Coursework: MATH 1200 highly recommended.

This course is 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, electrochemistry, and nuclear chemistry. This course requires three lecture hours and one three-hour laboratory per week. (CR-fall, spr, sum; CC-spr)

### **CHEM 2061 Organic Chemistry I, 5 credits**

Prerequisite: CHEM 1062 or equivalent.

This is the first semester of a two semester organic chemistry sequence for students majoring in chemistry, chemical engineering, or biology. Furthermore, this course is designed to help prepare students for careers in the health sciences such as pharmacy, medicine, veterinary science, and chiropractic medicine. Topics include structure and bonding, acids and bases, alkanes and cycloalkanes, reaction energetics, stereochemistry, nucleophilic substitution and elimination, alkenes, alkynes, organohalides and radical reactions, NMR spectroscopy, and introduction to multistep synthesis. This course requires four lecture hours and one four-hour laboratory per week. (CR-fall, spr, sum)

### **CHEM 2062 Organic Chemistry II, 5 credits**

Prerequisite: CHEM 2061 or equivalent.

This is the second semester of a two semester organic chemistry sequence for students majoring in chemistry, chemical engineering, or biology. Furthermore, this course is designed to help prepare students for careers in the health sciences such as pharmacy, medicine, veterinary science, and chiropractic medicine. Topics include UV/visible and IR spectroscopy, mass spectrometry, alcohols, aldehydes and ketones, carboxylic acids and derivatives, chemistry of aromatic compounds, enolate chemistry, polyenes, amines, introduction to carbohydrates and peptides, and multistep synthesis. This course requires four lecture hours and one four-hour laboratory per week. (CR-fall & spr)

### **CHEM 2090 Biochemistry, 3 credits**

Prerequisites: CHEM 2061 and BIOL 1106.

Recommended Skills, Abilities, or Coursework: CHEM 2062

This is a one semester non-biochemistry major course designed for students majoring in the biological sciences or preparing for careers in the health sciences such as pharmacy, medicine, veterinary, and chiropractic. Topics include a review of aqueous chemistry, bonding, and thermodynamics; structure and function of biological macromolecules (proteins, lipids, carbohydrates, and nucleic acids); enzyme catalysis; metabolic pathways (structures, enzymes, and energetics); and the chemical foundation of genetic information. Three lecture hours per week. (CR-spr & sum)

### **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.

## **Communication Studies**

### **CMST 1100\* Introduction to Mass Communication, 3 credits**

(Meets MnTC Goals 2 & 9) (Cross-listed as MCOM 1100)

This course is a survey of the history, structure, functions, and responsibilities of mass media (e.g. social media, television, radio, newspapers). It also includes discussion of media technology and critical analysis of mass media's role in society. (CR-fall & spr; Online: fall, spr, sum)

\*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 be more competent communicators in a variety of contexts. Students will be introduced to fundamental communication models, theories, concepts, and skills in the areas of interpersonal communication, group communication, and public speaking. Students will be expected to interact interpersonally, collaborate in small groups, and deliver at least one presentation. (CC & CR-fall, spr, sum; Online: 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, sum)

### **CMST 2215\* Public Speaking, 3 credits**

(Meets MnTC Goals 1B & 2)

This course is 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 sev-

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eral different forms of public address experiences. (CR-fall, spr, sum; CC-spr)

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

### **CMST 2220\* Interpersonal Communication, 3 credits**

(Meets MnTC Goals 1B & 7)

This course is a study of interpersonal communication each of us participates in every day. It is 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. (CC & CR-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. (CC & 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 140.

## **Computer Networking**

### **CNET 1000 IT Exploration, 2 credits**

This course introduces students to major IT career disciplines. It is intended for students exploring a career in IT and helps identify specific areas of interest. The four areas include systems infrastructure and networking, security, application development, and analytics. Students participate in hands-on activities that help them learn the concepts related to these career areas. (Online: summer)

### **CNET 1100\* Introduction to Information Technology, 3 credits**

Recommended Skills, Abilities, or Coursework: General computer proficiency.

This course covers the fundamentals of computer hardware and software and advanced concepts such as security, networking, and the responsibilities of an IT professional. Students who complete this course will be able to describe the internal components of a computer, assemble a computer system, install an operating system, and troubleshoot using system tools and diagnostic software. Students will also be able to connect to the Internet and share resources in a networked environment. Topics also include mobile devices such as tablets and smartphones and client-side virtualization. Hands-on lab activities are an essential element of the course. (CC & CR-fall, spr)

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

### **CNET 1105 Introduction to Cybersecurity, 1 credit**

Recommended Skills, Abilities, or Coursework: General computer proficiency.

This course explores the broad topic of cybersecurity. Topics include how to protect personal data and privacy online and in social media, and why many IT jobs require cybersecurity awareness and understanding. Participants

are exposed to various aspects of cybersecurity in a very broad, easy-to-understand way. Students will learn the value of securing data, both for themselves and the organization. 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, sum)

### **CNET 1212\* Client Operating Systems, 3 credits**

Recommended Skills, Abilities, or Coursework: General computer proficiency.

This course focuses on teaching configuration and administrative tasks performed on the client computer in a business environment. Hands-on activities in the laboratory closely parallel classroom discussion to give the student practical experience with the use and management of client operating systems. Topics include operating system installation and configuration, file systems, resource management, user management, and security. This course helps prepare students for select Microsoft Windows certification exams. (CC & CR-fall)

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

### **CNET 1213 Server Operating Systems, 3 credits**

Prerequisite: CNET 1212

Recommended Skills, Abilities, or Coursework: General computer proficiency.

This course introduces students to real-world tasks using a server operating system. Students have the opportunity to exhibit competence through performing installation, configuration, and management tasks in a Windows Server environment. Technologies used include storage services, network services, file and print, virtualization, high availability, Active Directory, and group policies. This course helps prepare students for select Microsoft Windows Server certification exams. (CC & CR-spr)

### **CNET 2101 Introduction to Networks, 3 credits**

Prerequisites: MATH 0250 with a grade of C or better or appropriate score on the Math Placement test; Completion of CNET 1100.

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. (CC & CR-spr)

### **CNET 2110 Principles of IT Security, 3 credits**

Prerequisite: CNET 1105

Recommended Skills, Abilities, or Coursework: General computer proficiency.

This course introduces the fundamentals of network security, including compliance and operational security; threats and vulnerabilities; application, data, and host security; access control and identity management; and cryptography. The course covers new topics in network security as well, including psychological approaches to social engineering attacks, Web application attacks, penetration testing, data loss prevention, cloud computing security, and application programming development security. This course is also a comprehensive guide for anyone wishing to take the CompTIA Security+ Certificate exam. (CR-fall & spr)

### **CNET 2114 Fundamentals of Linux/UNIX, 3 credits**

This course develops an understanding of how to use and operate a 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. (CR-fall)

### **CNET 2125 System Virtualization, 3 credits**

Recommended Skills, Abilities, or Coursework: Computer proficiency

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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-fall)

### **CNET 2200 Network Forensics, 2 credits**

Prerequisite: CNET 2110

This course introduces the knowledge and skills needed for a Security Analyst. It teaches core security skills needed for monitoring, detecting, investigating, analyzing, and responding to security events, thus protecting systems and organizations from cybersecurity risks, threats, and vulnerabilities. (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 2302 is recommended.)

### **CNET 2215 Managing Network Security, 3 credits**

Prerequisite: CNET 2302

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 2230 Ethical Hacking, 3 credits**

Prerequisite: CNET 2110

Recommended Skills, Abilities, or Coursework: General computer proficiency.

This class demonstrates the ethical use of various "white hat" cyber penetration testing tools and techniques consistent with Ethical Hacking training. Network tools and techniques take place in an enclosed "sandbox" environment. Students are exposed to various computer hacking skills and analyze various protective measures and their effectiveness. Students will learn about the entire penetration testing process including planning, reconnaissance, scanning, exploitation, post-exploitation, and result reporting. The course will provide the fundamental information associated with each of the methods employed and insecurities identified. In all cases, remedial techniques will be explored. Students will develop an understanding of current cybersecurity issues and ways that user, administrator, and programmer errors can lead to exploitable insecurities. (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.

### **CNET 2302 Routing, Switching & Wireless Essentials, 3 credits**

Prerequisite: CNET 2101

This course covers the architecture, components, and operations of routers and switches in small networks and introduces wireless local area networks (WLAN) and security concepts. Students learn how to configure and troubleshoot routers and switches for advanced functionality using security best practices and resolve common issues with protocols in both IPv4 and IPv6 networks (CC & CR-fall)

### **CNET 2304 Connecting Networks (CCNA 4), 3 credits**

Prerequisite: CNET 2302

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.

### **CNET 2305 Enterprise Networking, Security & Automation, 3 credits**

Prerequisite: CNET 2302

This course describes the architecture, components, operations, and security to scale for large, complex networks, including wide area network (WAN) technologies. The course emphasizes network security concepts and introduces network virtualization and automation. Students learn how to configure, troubleshoot, and secure enterprise network devices and understand how application programming interfaces (API) and configuration management tools enable network automation. (CR-spr)

### **CNET 2320 Unified Communications/VoIP, 3 credits**

Prerequisite: CNET 2305

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.

### **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**

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**

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



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Prerequisite: MATH 0250 or appropriate score on the Math Placement test or equivalent.

This course provides 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: MATH 1200 or appropriate score on the Math Placement test or equivalent.

This is 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. Topics will include functions, control structures, static data structures, file manipulation, and recursion. (CR-fall & spr)

### **CSCI 1107 Fundamentals of Computer Science II, 4 credits**

Prerequisites: CSCI 1106

This course is a 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; Online: sum)

### **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 1201 Database Systems, 4 credits**

Recommended Skills, Abilities, or Coursework: Basic programming skills, familiarity with operating systems.

This course introduces students to current techniques, methods, and results from the active field of database systems and data management. The course will define essential database terms and concepts and focus on the design, development, and use of a relational database. Topics include query planning and optimization, transaction processing and concurrency control, big data management, data warehousing and OLAP, and the theory of databases. The course uses a hands-on approach to learning. (Online: fall & spr)

### **CSCI 2021 Machine Architecture and Organization, 4 credits**

Prerequisite: CSCI 1106

This course is an introduction to hardware/software components of a

computer system. Topics covered will include data representation, computer arithmetic, basic logic design, machine-level programs, instruction set architectures, processor and memory organization, storage hierarchy, optimization techniques, and future trends. Students will write programs in a low-level language such as assembly language.

### **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)

Introduction to the American Economy is an overview of consumer, business, and government action in the United States economy. Both theory and current issues are covered. (CR-fall & spr; Online: fall, spr, sum)

### **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-fall & spr; Online: fall, spr, sum)

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

### **ECON 2206 Principles of Microeconomics, 3 credits**

(Meets MnTC Goals 2 & 5A)

Recommended Skills, Abilities, or Coursework: Algebra

This course is an introduction to microeconomics including the theory of household (consumer) behavior, theory of the firm, market structures, market failures, economic efficiency, factor markets, and income distribution. Students who enroll in this course are expected to be able to use high-school algebra. (CR-fall & spr; Online: fall, spr, 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 2001\* Foundations of Education, 4 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

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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 30-hour field experience. (Online: fall)

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

### **EDUC 2031 Introduction to Special Education, 4 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. This course requires a 30-hour field experience. (Online: spr)

### **EDUC 2050 Human Relations and Multicultural Education, 3 credits**

Recommended Skills, Abilities, or Coursework: Ability to do college-level reading and writing as demonstrated by meeting enrollment requirements for ENGL 1120/1121.

This course introduces potential teacher education students to the principles, concepts, and approaches to human relations and multicultural education. Major topics will focus on student, family, and community diversity. Specifically, students will explore how race, culture/ethnicity, language, gender, social class, sexual identity, and disability create potential inequities and a lack of access to high quality education in schools and communities. The course will utilize the life experiences of the students as a backdrop in designing culturally and linguistically responsive classroom strategies and methodology. Field experience hours will be required via multicultural events with follow-up reflections. (Online: fall)

### **EDUC 2060 Educational Technology, 3 credits**

Recommended Skills, Abilities, or Coursework: It is recommended that the student should be able to do college level reading and writing as demonstrated by meeting enrollment requirements for ENGL 1120/1121.

This course introduces potential teacher education students to the principles, concepts, and ethical practices in the application of educational technology approaches designed to enhance and maximize learner outcomes. There will be a focus on current "best practice" approaches and their evolving nature. The course will be sensitive to the need for differential approaches due to the unique characteristics and abilities of the students in pre-kindergarten through grade 12 settings. (Online: spr)

### **EDUC 2215 Child & Adolescent Development, 3 credits**

(Cross-listed as PSYC 2215)

Prerequisite: 3 credits of PSYC

This course will provide an 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-spr; Online: fall & sum)

## **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 intro-

duction to problem solving and the engineering design process with the utilization of various computer applications will be covered. (CR-fall & spr)

### **ENGR 1111 Engineering Graphics, 3 credits**

Prerequisite: MATH 0250 or concurrent enrollment.

Topics include: pencil sketches, standards of engineering drawings, orthographic projection, auxiliary drawings by rotations, dimensioning, tolerances, assembly drawings, and computer-aided design using Pro/ENGINEER. (CR-fall & spr)

### **ENGR 1200 Engineering Design, 3 credits**

Prerequisite: MATH 1200

This course is intended to provide students with experience using multiple methods and technologies for solving engineering problems. Topics include: engineering design principles, orthographic projection and section views, dimensioning and tolerancing, assembly drawings, computer-aided design (CAD) with Creo, 3-D printing, Arduino microcontrollers and robotics, computer programming using programs such as MATLAB and Arduino IDE, and engineering testing methods. (CR-fall & spr)

### **ENGR 1201 Directed Research in Engineering, 2 credits**

Prerequisite: ENGR 1200

This course is intended to provide students with the opportunity to design solutions to engineering problems. Topics will be student-driven and/or industry-driven, and will vary from semester to semester. Suggested themes for potential projects are in the areas of automation and mechatronics, design and prototyping, computer programming, and development of testing programs and procedures. Students are expected to present their design project findings both orally and in writing. (CR-spr)

### **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 1400 and PHYS 1327.

This course includes the following topics: 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. Topics for audio circuits include Fourier series, filters, and amplifiers. Laboratory is 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.

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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: 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.

### **ENGL 0990 Cross-Current Composition, 2 credits**

Prerequisites: Completion of ENGL 0890 with a grade of C or better, or achievement of the recommended scores on the measures used for placement. In addition, co-requisite registration in ENGL 1120 is required.

Recommended Skills, Abilities, or Coursework: If students place into ENGL 0890, then READ 0910 and READ 0990 are also required. If students do not place into 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 area 1A). (CC & CR-fall, spr; CR-sum)

### **ENGL 1102 College Vocabulary, 1 credit**

(Cross-listed as READ 1102)

This course teaches students to confidently employ commonly-used words with which the English-speaking world conducts its affairs. It expands the students' functional vocabulary range to meet college-level standards for effective reading comprehension and written composition. The course content is organized around various methods of learning vocabulary. (Online: fall & spr)

### **ENGL 1104 Technical Writing, 3 credits**

(Meets MnTC Goal 1C & 2)

Recommended Skills, Abilities, or Coursework: Grade of C or better in English 0950 or achievement of recommended score on English placement test.

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 1106 College Textbook Reading, 1 credit**

(Cross-listed as READ 1106)

Recommended Skills, Abilities, or Coursework: Fulfillment of any developmental coursework in Reading or English OR college-level writing placement score. The course is most effective when the student is taking at least one other college-level course that requires significant textbook reading.

This course is intended for students who would like an in-depth study of textbook reading strategies in order to improve their textbook reading comprehension in current coursework. The emphasis in this course is on understanding textbook structure and developing effective strategies for efficiently and critically reading college textbooks. (CR-fall even years; Online: fall & spr)

### **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 achievement of the recommended scores on the measures used for placement. 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 area 1A). (CC & CR-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. (CC-fall & spr; CR & Online: fall, spr, sum)

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

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**ENGL 1130 APA Documentation, 1 credit**

Recommended Skills, Abilities, or Coursework: ENGL 1120/1121

In this course, students will learn to correctly format and implement APA-style documentation for college-level assignments. Students will gain confidence as they learn reasons for documentation and focus on various types of documentation that apply to different writing situations. (CR & Online: fall, spr)

**ENGL 2202\* Introduction to Literary Studies, 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, analysis, interpretation, and evaluation will be covered. The course will introduce students to major approaches to literary criticism and to the use and documentation of 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; CR-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 or ENGL 1121 is recommended.

In this course, 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 highlight diversity and may be organized around a particular topic or theme. (CC & CR-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 or ENGL 1121 is recommended.

In this course, 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 highlight diversity and may be organized around a particular topic or theme. (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 or ENGL 1121 is recommended.

This course 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 poems. The course will

also highlight diversity and may be organized around a particular topic or theme. (CR-fall; Online: fall & spr)

\*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 or ENGL 1121 is recommended.

This course 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.

This course introduces students to literature from around the world, with the exception of the United States and Britain. It may particularly focus on, but not be limited to, literature from Africa, Asia, and Latin America. Students will critically read and discuss, analyze, interpret, and evaluate the elements of literature. Students will gain an understanding of literature in various genres from different cultural contexts, particularly developing nations, colonial and postcolonial experiences, and works in translation. Topics for discussion may also include the cross-cultural comparison of forms and the effects of globalization. The course may have a theme. (CC-spr even years; CR-spr; Online: fall; spr odd years)

**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 19th century to today. Readings and discussions will focus on the cultural and historical significance of the literature. Students will analyze, interpret, and evaluate 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.

Focus 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.

Focus 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)

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

**ENGL 2281 A Writer's Life: Paths to Publication, 3 credits**

Prerequisite: ENGL 1120/1121

This course provides an opportunity for student writers to learn about the basic practices of submitting writing for publication in magazines and journals as well as full-length manuscript submission to agents and publishers. Students will learn about creative writing marketing and promotion from working writers, editors, and publishers and will understand the function of résumés, reviews, interviews, websites, book proposals, job opportunities, literary grant applications, and more. (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. (CC & CR-fall, spr)

**ENGL 2299 Independent Study, 1-3 credits**

Prerequisite: Two courses in English successfully completed. Designed to offer the student the opportunity to do extensive programming or research on a specific topic in English.

**English Language Learner****ELL 0790 Preparing for College Writing, 4 credits**

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

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.

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



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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 contribute to their communities as academic readers. In addition to the regular class meeting times, students should expect to participate in the Conversation Partners Program as well as attend weekly supplemental instruction sessions. (CR-fall & spr)

## Foreign Language

*See separate course listings for American Sign Language, 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](https://www.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](https://www.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 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. (Online: spr)

### 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.

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



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## **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: [AnokaRamsey.edu/placement](https://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: [AnokaRamsey.edu/placement](https://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.

### **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. (CC & CR-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. (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-spr; Online: fall, spr, sum)

## **GEOG 1106 World Regional Geography, 3 credits**

(Meets MnTC Goals 5A & 8)

Regional examination of the physical and human characteristics of the world. (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-fall & spr)

## **GEOG 1110 Introduction to Sustainability, 3 credits**

(Meets MnTC Goals 5A & 10) (Cross-listed as ANTH 1110)

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

This course introduces students to the concept of sustainability and explores how today's human societies can adapt in the face of global climate change, ecosystem degradation, and resource limitations. The course focuses on key knowledge areas of sustainability theory and practice including population, ecosystems, global climate change, energy, agriculture, water, environmental economics and policy, ethics, and cultural history. It will include discussions on maintaining ecological and environmental health, creating economic welfare, instituting cultural change, and ensuring social justice. Case studies and/or case simulations will be used to provide the student with real world examples and applications. (Online: 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 152.

## **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 German speaking countries in the text and through videos and presentation, which may include historical, social and cultural topics. (Online: 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: [AnokaRamsey.edu/placement](https://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. (Online: spr)

## **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. (Online: spr)

## **GERM 2200 Field Study Abroad, 1-3 credits**

(Cross-listed as HUM 2200)

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



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Students travel to one or more German-speaking countries to observe first-hand both ancient and modern components of these civilizations. When offered for credit, a classroom segment will precede the trip, covering such topics as a brief history of the area to be visited, cultural differences, etc. No foreign language knowledge is required. Student pays for their tour, including airfare (contact instructor for details).

### **GERM 2201 Intermediate German Language & Culture I, 4 credits**

(Meets MnTC Goals 7 & 8)

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: [AnokaRamsey.edu/placement](http://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: [AnokaRamsey.edu/placement](http://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: [AnokaRamsey.edu/placement](http://AnokaRamsey.edu/placement)).

Designed for currently employed healthcare professionals seeking to acquire continuing education credits or students who plan to work in the

healthcare industry. This course provides the basic tools to communicate with Hispanic patients on topics such as family, health, medical conditions, medicine and nutrition. Spanish for Healthcare Professionals is not intended for native Spanish speakers. However, students enrolling in this course should already be familiar with elementary concepts such as greetings, the alphabet, telling time, and the basic principles of verb conjugation.

## **Health, Physical Education, Recreation**

### **HPER 1102 Drugs, Alcohol & Tobacco, 3 credits**

This course is the 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. (CC-fall; CR-fall & spr; Online: fall, spr, 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. (CC & CR-fall, spr)

### **HPER 1105 BLS Provider Certification, 1 credit**

This course provides the foundation for saving lives after cardiac arrest. Students will learn to recognize life-threatening emergencies, provide single rescuer and team CPR, deliver ventilations, use an AED, and relieve choking. Adult, child, and infant rescue techniques will be covered. The American Heart Association (AHA) Basic Life Support (BLS) Provider Certification, which is required for the ARCC Nursing program and many healthcare professions, can be earned. AHA basic life support performance standards will be followed. (Online: fall & spr)

### **HPER 1106 CPR Recertification - BLS Provider, 1 credit**

This course provides Basic Life Support (BLS) Provider recertification. The certification or equivalent certification expiration date must be within the three months prior to the start of the class. (CR-fall & spr)

### **HPER 1108 Consumer Health, 3 credits**

This course will provide the student with the knowledge and skills to be effective health care consumers. Students will learn how to critically evaluate health issues and information using scientific principles, which will provide a framework for making informed choices when selecting products and services. (Online: fall & spr)

### **HPER 1109 Introduction to Public Health, 3 credits**

This course is designed to provide students with a comprehensive overview of public health concepts and practices by reviewing the philosophical 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. It includes an overview of concepts and concerns involving the many dimensions of health and give students knowledge and skills necessary to make informed health decisions. (Online: fall & spr)

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

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



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**HPER 1112 Nutrition, 3 credits**

Overview of basic principles of nutrition are covered, 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-fall & spr; CC-spr; Online: fall, spr, sum)

**HPER 1115 Stress Management, 3 credits**

(Cross-listed as PSYC 1115)

This course is designed to provide students with a scientific basis for understanding stress along with pragmatic tools for dealing with stress in real-life situations. Students will learn about theories and research to gain a better understanding of stress and will also gain direct experience using stress-management techniques such as breathing control, meditation, perception and thought modification, nutrition, exercise, time management, and many others. (CC & CR-fall, spr; Online: fall, spr, sum)

**HPER 1117 Introduction to Meditation & Mindfulness, 1 credit**

(Cross-listed as PSYC 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. (CR-fall & spr; CC-spr; Online: fall)

**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.) (CC-fall; CR & Online: fall, spr)

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

**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. (CR-fall)

**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 transportation to and from the ski area.

**HPER 1144 Camping, 2 credits**

This course involves 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 a one week 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. (CC-fall & spr; CR-fall, spr, sum)

**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 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 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. (CC & CR-fall, spr)

**HPER 1164 Racquet Sports, 1 credit**

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

**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-fall & spr; Online: fall, 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

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that emphasize optimal cardiovascular health. Students will work toward achieving individual goals and must be able to participate in jogging/running. (Online: fall, spr, sum)

#### **HPER 1169 Pickleball, 1 credit**

Pickleball is a modernized racquet game incorporating skills from tennis, badminton, and racquetball. This class is designed to improve the level of individual pickleball skills as well as concepts of team play. The 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-spr)

#### **HPER 1171 Bicycling, 1 credit**

This course is an introduction to bicycling for leisure and exercise. It is designed to introduce basic bicycling skills, maintenance, and safety. Emphasis will be placed on techniques as well as an appreciation for bicycling as a lifetime activity. Students need to have access to a heart rate monitor, a bicycle, and a bike helmet. (Online: fall)

#### **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. (CR-fall)

#### **HPER 1200 Anatomy of Movement, 2 credits**

Recommended Skills, Abilities, or Coursework: Basic understanding of anatomy and physiology as well as basic wellness concepts including weight training, conditioning, and aerobic fitness.

This course 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 & spr)

#### **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 the historical and philosophical foundations of the field of exercise science, and 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 field. (CR-fall & spr)

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

#### **HPER 2205\* Prevention & Care of Athletic Injuries, 2 credits**

Introductory class to basic athletic training. Class will cover a variety of topics including anatomy, injury prevention, conditioning, healing, injury care, rehabilitation, and practical skills such as taping and wrapping. (CC-fall; CR-fall & 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 1112, 1160, 1200, 2206, and 2207 are strongly recommended, either prior to or concurrently with this course. 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

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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-fall)

### **HPER 2296 Field Experience & Seminar for Fitness Specialist, 2 credits**

Prerequisite: Permission of Instructor.

Recommended Skills, Abilities, or Coursework: Students should have completed a minimum of 22 program required credits or be concurrently enrolled in them to take HPER 2296: Field Experience and Seminar for Fitness Specialist.

This course offers an off-campus learning experience where students connect classroom theory and practice with practical application within a supervised and professional work environment. It provides entry-level, career-related experience, and workplace competencies that employers value when hiring new employees. (CR-fall & spr)

### **HPER 2297 Field Experience & Seminar in Athletic Coaching, 2 credits**

Prerequisite: Permission of Instructor.

Recommended Skills, Abilities, or Coursework: Students should have completed a minimum of 7 program required credits or be concurrently enrolled in them to take HPER 2297: Field Experience and Seminar in Athletic Coaching.

This course offers an off-campus learning experience where students connect classroom theory and practical application within a supervised and professional work environment. It provides entry-level, career-related experience and workplace competencies that employers value when hiring new employees. (CR-fall & spr)

### **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)

This course is a survey of Minnesota history – the people, institutions, and cultural traditions from geologic origins to the present. It includes such topics as the Ice Age, indigenous peoples, exploration and the French fur trade, red-white relations, the treaty process, and social, economic and political developments. It may include field trips to historic sites. (CR-fall & spr; Online: fall, 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.

This course is a 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, decolonization, peace initiatives; local and international perspectives of global conditions and events; and global terrorism. (CR-fall & 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.

This course is a 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; Online: sum)

### **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 writing course at college level recommended.

This course is a 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, the Middle East, Asia, South America, and Africa. (CR & Online: fall, 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.

This course is a survey of world civilizations from about 1870 to the present emphasizing major historical transformations and processes that have shaped the global experience. Topics will 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, the Middle East, Asia, South America and Africa. (CR & Online: fall, 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.

This course is a survey of human pre-history, the agricultural revolution, and rise and fall of civilizations in Africa, Asia, the Americas, and Europe from ancient times through the medieval period. (CR & Online: 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)

This course is a 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. (CC-spr; Online: fall, spr, sum)

\*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

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industrialization, Populist protest, U.S. imperialism, progressivism, the Great War, the Great Depression, the New Deal, WWII, and the post-war era. (CC & CR-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)

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

This course is a historical introduction to the Vietnam War and the dramatic social, economic, cultural, and political transformations of the Vietnam era. It includes the French Conquest, rise of nationalism, WWII and the Cold War containment, secret CIA operations, civil rights movement, Environmental movement, Black Power, counterculture, political murder, anti-war movement, Watergate, Pentagon/VA transgressions, and normalizations. (CR-fall)

### **HIST 2242 History of Women in Modern America, 3 credits**

(Meets MnTC Goals 5C & 7) (Cross-listed as WGST 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-spr)

### **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 fourteenth century (Magna Carta, Crusades, Scottish War for Independence, Welsh Rebellion, Hundred Years War, etc.). (CR-fall)

\*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. (CR-spr)

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

### **HIST 2282 Warfare in the Ancient & Medieval World, 3 credits**

(Meets MnTC Goals 2 & 5C)

Recommended Skills, Abilities, or Coursework: HIST 1141

This course is a 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 the political and military leadership.

### **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 140.*

## **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 Introduction to Film Studies, 3 credits**

(Meets MnTC Goals 2 & 6B)

This course is a study of the main elements and art of film. It is designed to create more sophisticated, aware, and critical film viewers. The course incorporates film screenings, weekly readings, writing assignments, and discussions. Students must be prepared to access and view all course films outside of class. (Online: fall & spr)

### **HUM 1104 Developing a Philosophy of Life, 2 credits**

This course will focus on the prospect of living a meaningful life and how that life intersects with nature and society. It will do this primarily by bringing students to a greater awareness of their inner world and how it relates to and shapes the outer world they will navigate through life. In particular, it will involve introspection on two important considerations in the development of a meaningful life: mindfulness and values. The former focuses attention on the lived experience in the social and natural world, while the latter explores what is desirable and worthwhile in life. Through selected readings, guided reflection, and experiential learning, students will develop greater mindfulness of their own lived experience in the world and identify the values that are significant to their understanding of a meaningful life. (CC-sum)

### **HUM 1111 Spanish & Latin American Culture: Pre-Columbian Civilizations, 3 credits**

(Meets MnTC Goals 6B & 8) (Cross-listed as 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 as SPAN 1112)

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An introduction to the culture of the Spanish-speaking world from the time of the Spanish Conquest to the present with respect to politics and social life, literature, religion, music and the arts. Through assigned readings and multi-media presentations students will discover the rich variety of Hispanic cultures that exist today and how have they developed over the past 500 years. (CR-fall)

**HUM 1141 Humanities in the Age of Enlightenment, 3 credits**  
(Meets MnTC Goals 6B & 8)

In this course, students will study 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. (Online: fall)

**HUM 1151 Humanities in the Era of Romanticism & Realism, 3 credits**

(Meets MnTC Goals 6B & 8)

In this course, students will study 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 Postmodern World, 3 credits**

(Meets MnTC Goals 6B & 8)

This course 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 experiences of totalitarianism, mass society, modern technology, and world war. Provides an 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 Seminar in Humanities, 3 credits**

(Meets MnTC Goals 6B & 8)

This course provides a 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. This course is designed to provide students with a forum for exploration of a theme within the humanities. Students will examine international, multicultural, and interdisciplinary aspects of this theme gathered from lectures, presentations, readings, and individual and collective research.

**HUM 1200 Introduction to Global Studies, 3 credits**

(Meets MnTC Goals 8 & 9)

This course introduces students to the interdisciplinary field of global studies. The student will learn to see the world as a global citizen with an understanding of how economics, politics, religions, cultures, and the arts all interact across regions and nations to address issues critical for our well-being. (CR-fall & spr; Online: fall & sum)

**HUM 1211 Introduction to German Culture, 3 credits**

(Meets MnTC Goals 6B & 8) (Cross-listed as 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. (Online: 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. (Online: spr)

**HUM 1511 Introduction to Islam and Culture, 3 credits**

(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 its dialogue with Christianity, Judaism, and Western culture. (CR-fall & spr; Online: fall)

**HUM 1611 Arab History and Cultures, 3 credits**

(Meets MnTC Goals 6B & 8)

This course presents an overview of Arab history and cultures. Students will explore the developments and experiences of Arabs through a study of geography, governance, religion, ethnicity, gender, class, the arts and humanities, and daily life. In addition to a historical context, the course will include current political and social issues pertaining to relations between Arabs and non-Arabs throughout the world. (CR & Online: fall)

**HUM 2200 Field Study Abroad, 1-3 credits**

(Cross-listed as 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)

This course is designed to introduce students to Africa. It examines the geographic, historical, and cultural diversity of North, East, West, and Southern Africa 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. (CR-spr)

**HUM 2232 Women in Western Civilization, 3 credits**

(Meets MnTC Goals 6B & 7)

This course offers the study of women within the cultural history of Western civilization. It examines significant events and ideas from antiquity to the present that have affected women's lives and position in society and studies the artistic and intellectual contributions of women to the development of the Western world. (Online: fall & spr)

**HUM 2233 Women in American Culture, 3 credits**

(Meets MnTC Goals 6B & 7) (Cross-listed as WGST 2233)

This course is designed to introduce students to issues of gender, class, and race in the United States' social and cultural histories. It examines the cultural legacies and traditions which have shaped both the past and present. It also provides appreciation for the role women have had in this country's progress and examines the impact gender assumptions play in work, social values, and directions for our nation's future. (Online: fall)

**HUM 2234 Women in a Global Perspective, 3 credits**

(Meets MnTC Goals 6B & 8) (Cross-listed as WGST 2234)

This course introduces the study of gender and women's issues in countries outside the USA. It is designed to examine issues of cultural diversity, race, class, religious and social structures, literature and the arts, politics and economic development in areas such as China, Africa, the Pacific Rim, the Middle East, Europe, Russia, and Latin America. (CR-fall; Online: fall & spr)

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### **HUM 2241 Heritage of the Western World: Greek World, 3 credits**

(Meets MnTC Goals 6B & 8)

In this course, students will study, in historical context, the literature and art produced during the ancient Greek world that has proved of enduring value or influence in molding contemporary culture. Works will be read either in their entirety or in part (e.g., *The Iliad*, *The Odyssey*, *Oedipus*, *Aeschylus*, *Euripides*, *The Poetics*, *Aristophanes' The Clouds*). Art and architecture of the period will also be considered. (Online: fall)

### **HUM 2251 Heritage of the Western World: Rome & Christianity, 3 credits**

(Meets MnTC Goals 6B & 8)

In this course, students will study, in historical context, the literature and art produced during the ancient Roman world that has proved of enduring value or influence upon contemporary culture. Works will be read either in their entirety or in part (e.g., *Satires of Juvenal*, *Catullus' Odi et Amo*, *Vergil's Aeneid*, *Metamorphoses of Ovid*, *Pseudolus of Plautus*, *New Testament*, *Confessions of St. Augustin*). Art and architecture from the period will also be considered.

### **HUM 2261 Heritage of the Western World: Medieval World, 3 credits**

(Meets MnTC Goals 6B & 8)

In this course, students will study, in historical context, the literature and art produced during the ancient and medieval world that has proved of enduring value or influence in molding contemporary culture. Works will be read either in their entirety or in part (e.g., *Beowulf*, *Song of Roland*, *Dante's Divine Comedy*, *Decameron*, *Chaucer's Canterbury Tales*, *Sir Gawain and the Green Knight*). Art and architecture of the period will also be considered.

### **HUM 2271 Heritage of the Western World: Renaissance & Reformation, 3 credits**

(Meets MnTC Goals 6B & 8)

In this course, students will study, in historical context, the literature and art produced during the Renaissance and Reformation that has proved of enduring value or influence in molding contemporary culture. Works will be read either in their entirety or in part (e.g., *Christine de Pisan's Book of the City of Ladies*, *Pico's Oration on the Dignity of Man*, *More's Utopia*, *Luther's Address*, *Shakespeare*). Art and architecture of the period will also be considered, as well as cross-cultural encounters between Europeans, Africans, and Native Americans. (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 162.*

### **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.

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### **Integrative Health & Healing**

### **IHH 1100 Introduction to Holistic Healing, 3 credits**

This course gives students a foundation and interactive overview of the field of integrative health and healing through a variety of modalities. Students will explore the interconnectedness of mind, body and spirit of the human system. In addition, there is an exploration of healing through social, cultural, environmental and global perspectives. Students will discuss and evaluate emerging and expanding trends in, and the credibility of, holistic health and the complexities around current healthcare models. (Online: fall & spr)

### **IHH 1102 Energy Healing, 3 credits**

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

This course is an introduction to concepts and theories of energy, energy structures, meridians and chakras, the human bio-field, and the life force. It utilizes the concept of the energy field and structure to explain the energetic connection among individuals and the environment and examine the effect of energetic interactions and energy transfer on healing. Specific energy healing therapies and systems such as Healing Touch, Reiki, Qi-gong, and Feng Shui will be discussed. (Online: fall)

### **IHH 1103 Movement & Body Manipulation Therapies, 3 credits**

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

This course provides an introduction of movement and body manipulation therapies including the theories of chiropractic, osteopathy, craniosacral therapy, and the practices of massage, 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. (Online: spr-odd years)

### **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 Traditional Chinese Medicine, Ayurveda, Homeopathy, Naturopathy, Native American, Aboriginal, and others. Students will identify and describe the key beliefs, underlying principles and theoretical basis for each. Students will also examine social, cultural, environmental and global perspectives of healing within these systems. (Online: fall)

**IHH 2101 Mind/Body Connections, 3 credits**

Recommended Skills, Abilities, or Coursework: BIOL 1104, IHH 1100, and PSYC 1110 are 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, expressive, spiritual, and behavioral factors can directly affect health. Students will define the principles and philosophies of the field of psychoneuroimmunology and mind/body therapies including guided imagery, music, art, aromatherapy, meditation techniques, mindfulness, biofeedback, breathing, and journaling. (Online: spr)

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

(Cross-listed as MASG 2102)

Recommended Skills, Abilities, or Coursework: Placement into college-level reading and writing as demonstrated by meeting enrollment requirements for ENGL 1121.

This course provides an introduction to the importance of nutrition basics for a healthy body, mind, and spirit. Students will learn the role food can play in both prevention and treatment of most chronic illnesses. Discussions will involve how environmental, social, economic, emotional, and cultural issues affect nutrition. Students will also learn about dietary supplements and herbs including the history, regulation, scientific research, and indications and contraindications for use. (Online: fall & spr)

**IHH 2103 Spirituality & Healing, 3 credits**

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

This course introduces students to the relationships between belief, spirituality, and healing. Students will identify personal core beliefs and values and demonstrate an understanding of the cultural aspects of healing, spirituality and ritual. The course includes an exploration of the spiritual components of the illness or disease experience and the life-changing nature of a chronic or terminal illness. Research on how prayer, religious activity, and spiritual beliefs affect the healing process is evaluated. Spirituality in patient-centered healthcare models is discussed. (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 health and wellness coaching, including theoretical foundation, efficacy, process, strategies, skills, and tools. Students will explore fundamental concepts such as the four coaching mechanisms of action, client-centered relationships, coaching presence, vision creation, and goal-setting principles. Students will also be introduced to appreciative inquiry, the stages involved in behavior change, and motivational interviewing. Students will discover how to create appropriate coach/client boundaries and ethical responsibilities within the coaching role. The lab component includes application of the learned skills. (Online: fall)

**IHH 2105 Basics in Business & Ethics for the Holistic Practitioner, 3 credits**

(Cross-listed as MASG 2105)

This course provides practical information related to the fundamentals of business and ethics in holistic practice management. Common business practices and structures, contracts and legal agreements, financial considerations, record keeping, networking, marketing, and methods to promote and maintain a successful practice are presented. Students will learn about decision making skills, interpersonal and professional communication, ethical and professional roles and responsibilities, and how to handle ethical dilemmas in the practice of holistic healing. (Online: fall)

**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 meditation exercises that help people increase self-awareness, build internal energy and develop a healthy body physically and spiritually. As part of this course, students will be able to describe the history, general principles, and three main elements of qigong, as well as yin/yang philosophy, the study of the Universe, five keys to success, five 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 energy healing course provides an understanding of the human energy system and its relationship to physical, emotional, mental and spiritual health and wellness. Through experiencing the practice of healing touch, students develop an understanding of how a variety of techniques interface with and assist in re-patterning the human bio-field. The skill of completing an intake interview that identifies patterns of behavior for which healing touch techniques may be useful in assisting a person to re-pattern their energy field is acquired. The importance of self-care as a practitioner and practicing ethically are integrated into the course. At completion, students will receive course completion certificates from the certifying agency. (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 2204 Advanced Coaching Skills for a Diverse World, 3 credits**

Prerequisite: IHH 2104

This is an intensive applications-based course that builds on IHH 2104. The content includes deeper exploration, training, and applied practice of coaching structure, process, and behavior-change theories and integra-

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tive approaches. Students will learn how to apply the coaching process, skills, and strategies within the clinical component of the course. Students will extensively study health and wellness coaching scope of practice, as well as diversity, equity, and inclusion, which are grounded in honoring and valuing differences such as ethnicity, gender, color, age, race, religion, disability, national origin, socioeconomic status, and sexual orientation. Students will increase their social and cultural competence by exploring the infinite range of individual, unique characteristics and experiences and other variables that influence personal perspectives. The course includes a clinical component, providing students a training venue to develop and measure one-on-one coaching competencies. (Online: spr)

### **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 2290 Integrative Lifestyle Medicine, 3 credits**

Prerequisite: IHH 2104

This course is designed to educate the future coach to be able to identify risk factors for chronic disease, commonly used biometric measures, and current lifestyle recommendations for optimizing health. General knowledge about healthy living is required for the coach/practitioner to facilitate the various areas that arise in a coaching conversation in relation to the client's personal level of health. This includes any active alterations to health and wellness. The content covered is holistic and multidimensional and includes physical, intellectual, emotional, environmental, social, and spiritual well-being. (Online: spr)

### **IHH 2297 Internship, 3 credits**

Prerequisite: Permission of course faculty.

The internship is an individually-designed, industry-based learning experience, approved by the faculty and the on-site project supervisor, consistent with the student's personal goals in a real world setting. During the internship, students will integrate skills and knowledge gained in the program. (CR-spr)

## **Interdisciplinary Studies**

### **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 by giving you the tools to be successful, and to get the most out of your college experience. The class will teach you where and how to find resources in college and at ARCC that 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. (CC, CR & Online: fall, spr)

### **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) (Cross-listed as SOC 1200)

This class will survey the way in which race, class, culture, religion, gender, and other forms of diversity impact the social and political development within society. In doing so, students will be introduced to the theoretical framework in which diversity studies are examined.

## **Management**

See separate course listings for Business beginning on page 140.

## **Marketing**

See separate course listings for Business beginning on page 140.

## **Mass Communications**

### **MCOM 1100\* Introduction to Mass Communication, 3 credits**

(Meets MnTC Goals 2 & 9) (Cross-listed as CMST 1100)

This course is a survey of the history, structure, functions, and responsibilities of mass media (e.g. social media, television, radio, newspapers). It also includes discussion of media technology and critical analysis of mass media's role in society. (CR-fall & spr; Online: fall, spr, sum)

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

### **MCOM 1109 Practical Experience in Journalism and Mass Communication, 1 credit**

Practical work experience in reporting, editing, and photography for the college's newspaper. Work without credit on the college publications is open to any student. Credit is offered for those especially interested in journalism and willing to meet certain minimum time standards and to participate in weekly staff meetings. Students may repeat this course to gain a maximum of 4 credits. (CR-fall & spr)

### **MCOM 1151 Principles of Public Relations, 3 credits**

(Meets MnTC Goal 1C)

This course looks 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 under-

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standing how to conduct ethical public relations campaigns, learn how to apply public relations principles, and use specific strategies to promote brand awareness. (Online: fall)

### **MCOM 2121 Media Writing, 3 credits**

(Meets MnTC Goal 1C)

This course provides an introduction to basic techniques and strategies for gathering information and presenting it in writing for the various mass media. There will be instruction in writing news and feature articles, news releases, public relations, broadcast and advertising copy. (Online: spr)

### **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. 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: See Placement for Success on page 9 for details.*

### **MATH 0080 Principles of Mathematics, 0 credits**

This course is designed to support students' development of numeracy

understanding and skills. Topics include the arithmetic of real numbers, linear relationships, and graphical representations of quantitative information. The class integrates strategies for navigating college mathematics including technology skills, time management, effective communication, and independent study skills. Successful completion of the course satisfies the prerequisites for enrollment in Math 0230 or Math 0240 at Anoka-Ramsey Community College. The course includes three hours of instructional time, and two additional hours of supported active learning time described in the course schedule. The supported learning hours may be completed in the classroom during scheduled times, or asynchronously through online learning platforms. (CR-fall, spr, sum)

### **MATH 0230 Mathematical Foundations with Elementary Algebra, 5 credits**

Prerequisite: MATH 0080 (or equivalent course) with a passing grade, or appropriate score on the math placement test.

Recommended Skills, Abilities, or Coursework: This course is designed for students who have had some high school algebra.

This course emphasizes the mathematical concepts and skills that prepare students to take Intermediate Algebra, Mathematics for Liberal Arts, or Introduction to Statistics. Topics include properties of the real number system, simplifying algebraic expressions, operations with polynomial expressions, methods for solving linear and quadratic equations and proportions, data displays and measures of central tendency, interpretations of graphs, mathematical modeling, STEM and Non-STEM math pathways, and mathematical study skills. The course includes five hours of instructional time, and two additional hours of supported active learning time designed to support the development of arithmetic and prealgebra understanding that underpins the content of the course. (CR-fall & spr)

### **MATH 0240 Mathematical Concepts with Elementary Algebra, 5 credits**

Prerequisite: MATH 0080 (or equivalent course) with a passing grade, 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.

This course emphasizes the mathematical concepts and skills that prepare students to take Intermediate Algebra, Mathematics for Liberal Arts, or Introduction to Statistics. Topics include properties of the real number system, simplifying algebraic expressions, operations with polynomial expressions, methods for solving linear and quadratic equations and proportions, data displays and measures of central tendency, interpretations of graphs, mathematical modeling, STEM and Non-STEM math pathways, and mathematical study skills. (CC & CR-fall, spr, sum; Online: fall & spr)

### **MATH 0250 Intermediate Algebra, 5 credits**

Prerequisite: MATH 0230 or MATH 0240 with a grade of C or better, or appropriate score on math placement test, or equivalent.

This course is a continuation of MATH 0230 or MATH 0240 and prepares students to take 1200 or 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. (CC-fall & spr; CR & Online: fall, spr, sum)

### **MATH 1100 Mathematics for Liberal Arts, 3 credits**

(Meets MnTC Goal 4)

Prerequisite: MATH 0230 or MATH 0240 with a grade of C or better, 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

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theory. Note: this course is not a prerequisite for any higher-level math courses. (CC-fall; CR-fall & spr; Online: fall, spr, sum)

### **MATH 1114\* Introduction to Statistics, 4 credits**

(Meets MnTC Goal 4)

Prerequisite: MATH 0230 or MATH 0240 with a grade of C or better, 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 1121 Mathematics for Educational Arts, 4 credits**

(Meets MnTC Goal 4)

Prerequisite: MATH 0250 (or equivalent course) with a grade of C or better, or an appropriate score on the math placement test.

This course is about the nature of mathematics from a problem-solving approach using sets, relations, number systems, discrete mathematics, and basic algebra. The course explores the development of problem solving and decision making strategies using mathematical tools from arithmetic, algebra, and geometry. Skills to communicate and explain mathematical topics are also explored. (CR-fall; CC-spr)

### **MATH 1200\* College Algebra, 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. (CC, CR & 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. (CC & CR-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; se-

quences 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)

\*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 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

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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, 4 credits**

(Meets MnTC Goal 4)

Prerequisite: MATH 1401 with a grade of C or better, or equivalent.

Recommended Skills, Abilities or Coursework: Algebraic skills, including facility with exponential and logarithmic functions; Facility with limits, derivatives, maximum/minimum problems; Basic techniques of integration for finding areas beneath curves.

This is a calculus-based course in the study of probability and statistics. Topics include descriptive statistics, general probability, probability distributions, sampling, descriptive statistics, normal and binomial distributions, interval estimation and hypothesis testing, chi-squared and t-tests, two-sample inference, analysis of variance, correlation and linear regression analysis. Students will also learn how to use a statistical software package. Concepts are introduced at more advanced level 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, sum)

\*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-fall & spr; Online: fall, spr, sum)

### **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. (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; Online: spr)

### **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)

Recommended Skills, Abilities or Coursework: Ability to read written musical notation for their instrument.

The ensemble rehearses a variety of concert band literature for study and performance. The Concert Band is 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)

Recommended Skills, Abilities or Coursework: Ability to read written musical notation for their instrument.

This ensemble rehearses a variety of orchestra literature for study and performance. Ensemble is open to all students. This ensemble meets the requirements for bowed string instrumentalists pursuing the Associates of Fine Arts Degree in Music. No audition is required. Students must read written musical notation for their instruments. One to two performances each semester. Weekly scheduled rehearsals. Additional rehearsals may be required. Students may repeat this course to gain a maximum of 4 credits. (CR-fall & spr)

### **MUSC 1108 Concert Choir, 0-1 credit**

(Meets MnTC Goal 6C)

A mixed chorus that studies and performs a variety of choral literature from classical to popular songs. Ensemble is open to all students. No audition required. This ensemble meets the requirements for vocalists pursuing the Associates of Fine Arts Degree in Music. Multiple concerts each semester. Weekly scheduled rehearsals. Additional rehearsals may be required. Students may repeat to a maximum of 4 credits. (CC & 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.



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**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.

\*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. (CR-fall & spr; CC-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. (CR-spr)

**MUSC 1113 Introduction to Music Technology, 1 credit**

Recommended Skills, Abilities or Coursework: College reading level, basic computer skills, familiarity with Macintosh operating system, at least a minimal background in music (reading notation and some performing is preferred).

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. 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. 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. Students are required to register for

MUSC 1116. 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-fall)

**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. Students are required to register for MUSC 1126. This course is required for students pursuing an AFA of 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.

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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. (CR-fall; Online: spr)

### **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 4 credits. (CR-fall & spr)

### **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. (CR-fall & spr)

### **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. (CR-fall & spr)

### **MUSC 1188 Women's Chorale, 0-1 credit**

(Meets MnTC Goal 6C)

The Chorale is a treble-voiced 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. The 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: This course is intended only for students who possess 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. Some examples of performance group possibilities are: flute trio, guitar quartet, brass quintet, voice and guitar duet, percussion ensemble, etc. Students may repeat to a maximum of 4 credits. (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)

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**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 permission 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 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 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 mediants. 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, and 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 of 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. Students are required to register for MUSC 2226, Advanced Music Theory II. This course is required for students pursuing an AFA of 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)

This course will provide an 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. It also includes coverage of current topics in astronomy. This course is intended for non-science majors. (CC & CR-fall, spr; Online: fall, spr, sum)

**NATS 1003 Geology, 4 credits**

(Meets MnTC Goal 3)

This course will provide an 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)

This course will provide an 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)

This is an introductory course about energy issues and solutions to energy problems. It 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. This course is 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)

This course is designed to focus on the annual Nobel Conference theme

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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.

### **NATS 2299 Independent Study, 1-3 credits**

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: [AnokaRamsey.edu/placement](http://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.

### **NURS 2700 Health Promotion & the Role of the Professional Nurse, 9 credits**

Prerequisites: Full admission to the Nursing Program. Prerequisite or Co-requisite BIOL 2114. Co-requisite NURS 2750.

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. (CC & CR-fall, spr)

### **NURS 2720 Transition to the Role of the Professional Nurse, 4 credits**

Prerequisite: Full admission to the Nursing Program. Prerequisite or Co-requisite BIOL 2114. Co-requisite NURS 2750.

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 the health-illness continuum. (CR-fall)

### **NURS 2750 Nutrition & the Role of the Professional Nurse, 2 credits**

Prerequisites: Full admission to the Nursing Program. Prerequisite or Co-requisite BIOL 2114. Co-requisite NURS 2700 or NURS 2720.

Recommended Skills, Abilities, or Coursework: Completion of CNA certification.

This course introduces the student to the role of the nurse in promoting and supporting nutritional health. Emphasis is on the role nutrition plays in health promotion/prevention of illness, recovery from acute illness and/or management of chronic illness. Students learn to access evidence to support healthy nutritional choices that reduce risk factors for disease and/or illness across the lifespan. Students explore how culture, ethnicity, socioeconomic status, nutritional trends and controversies, and integrative therapies influence the nutritional health of the client. (CC & CR-fall, spr)

### **NURS 2800 Chronic & Palliative Care, 7 credits**

Prerequisites: NURS 2700 or NURS 2720, NURS 2750, BIOL 2114. Co-requisites NURS 2820, NURS 2850. Prerequisite or Co-requisite SOC 1111 or ANTH 2201.

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. (CC & CR-fall, spr)

### **NURS 2820 Pharmacology & the Role of the Professional Nurse, 3 credits**

Prerequisites: NURS 2700 or NURS 2720, NURS 2750, BIOL 2114. Co-requisites NURS 2800, NURS 2850. Prerequisite or Co-requisite SOC 1111 or ANTH 2201.

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. (CC & CR-fall, spr)

### **NURS 2850 Applied Pathophysiology for Nursing I, 2 credits**

Prerequisites: NURS 2700 or NURS 2720, NURS 2750, BIOL 2114. Co-requisites NURS 2800, NURS 2820. Prerequisite or Co-requisite SOC 1111 or ANTH 2201.

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. (CC & CR-fall, spr)

### **NURS 2900 Acute & Complex Care, 7 credits**

Prerequisites: NURS 2800, NURS 2820, NURS 2850. Co-requisites NURS 2920, NURS 2950. Prerequisite or Co-requisite PHIL 1200 or PHIL 1110, and SOC 1111 or ANTH 2201.

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. (CC & CR-fall, spr)

### **NURS 2920 Applied Pathophysiology for Nursing II, 2 credits**

Prerequisites: NURS 2800, NURS 2820, NURS 2850. Co-requisites NURS 2900, NURS 2950. Prerequisite or Co-requisite PHIL 1200 or PHIL 1110, and SOC 1111 or ANTH 2201.

This course will facilitate ongoing critical thinking and analysis of pathophysiological concepts. Emphasis will be on interpretation and prioritization of data resulting from environmental, genetic, and stress-related maladaptations. This course complements the selected topics addressed

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in Acute & Complex Care to provide a comprehensive understanding of disease processes. (CC & CR-fall, spr)

### **NURS 2950 Nursing Leadership I, 3 credits**

Prerequisites: NURS 2800, NURS 2820, NURS 2850. Co-requisites: NURS 2900, NURS 2920. Prerequisite or Co-requisite: PHIL 1200 or PHIL 1110, and SOC 1111 or ANTH 2201.

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. (CC & CR-fall, spr)

## **Office Technology**

See separate course listings for Business beginning on page 140.

## **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 or Co-requisite: 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-fall)

### **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 or Co-requisite: 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. Medica-

tion 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: fall)

### **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-spr)

## **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-fall; CR-fall & spr; Online: fall, spr, sum)

### **PHIL 1105 Introduction to Logic & Critical Reasoning, 3 credits**

(Meets MnTC Goals 2 & 4)

This course introduces students to 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. (CR-fall & spr; 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; CC-spr; 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)

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

### **PHIL 1180 Introduction to Social & Political Philosophy, 3 credits**

(Meets MnTC Goals 8 & 9)

This class provides an introduction to social and political philosophy. The basic question that social and political philosophy is concerned with is: How should we live together and what types of social and political institutions are best suited to create an environment where human beings can flourish? As such, the course takes up issues like social justice, the grounds and limits of governmental authority, rights, liberty, freedom, community, equality, and the like. (CR-spr; Online: fall)

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**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 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 death, abortion, systemic injustice in healthcare, distribution of scarce resources, and reproductive technologies. 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-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 154.

### Physical Therapist Assistant

**PTAC 1010 Clinical Practice I, 4 credits**

Prerequisites: PTAC 1050, PTAC 1060, PTAC 1070, PTAC 1080, PTAC 1110, BIOL 2114.

This course is a full time clinical practice at an assigned health care facility. The student will function as a PTA student in the facility for 320 hours 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 or ENGL 1121, BIOL 1102, CMST 1110 or CMST 2215 or CMST 2220 to obtain college-level skills in English, writing, communication and medical terminology.

This course addresses the study of the musculoskeletal system, including the articulation system and the supporting structures, 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 or ENGL 1121, BIOL 1102, CMST 1110 or CMST 2215 or CMST 2220 to obtain college-level skills in English, writing, communication and medical terminology.

This course covers basic patient handling and physical therapy skills. These include body mechanics, posture, draping and positioning, transfers, joint range of motion, goniometry, ambulation with assistive devices, wheelchair operations, vital signs, wounds, 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 or ENGL 1121, BIOL 1102, CMST 1110 or CMST 2215 or CMST 2220 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, PTAC 1030, PTAC 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, PTAC 1030, PTAC 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, PTAC 1030, PTAC 1040, BIOL 2113.

Recommended Skills, Abilities, or Coursework: MATH 0240 with a grade of C or better, or the appropriate score on math placement test. Ability to do college level reading and writing as demonstrated by meeting enrollment requirements for ENGL 1121.

This course focuses on the study of therapeutic exercise rationale and the application to patients with various disabilities. Introduction to manual muscle testing and monitoring patients during cardiovascular exercise is addressed as it relates to the role of the PTA with assisting the physical therapist in the assessment process. Emphasis is on strengthening, range of motion, manual muscle testing, neuromuscular re-education, spinal disorders and traction, and time management for patient treatment. Normal and abnormal gait analysis will also be covered. (CR-spr)

**PTAC 1080 Therapeutic Exercise Lab, 3 credits**

Prerequisites: PTAC 1020, PTAC 1030, PTAC 1040, BIOL 2113.

This course focuses on the study of therapeutic exercise rationale techniques and the application to patients with various disabilities. It will emphasize strengthening, range of motion, manual muscle testing, mobility, muscle reeducation, 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. The course includes individual testing for competency in skills. Testing will occur outside scheduled lab time. (CR-spr)

**PTAC 1100 Communication & Documentation for the Physical Therapist Assistant I, 1 credit**

Prerequisite: Admission to the PTA program.

Recommended Skills, Abilities, or Coursework: ENGL 1120 or ENGL

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1121, BIOL 1102, CMST 1110, CMST 2215, or CMST 2220 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, along with the 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, PTAC 1020, PTAC 1030, PTAC 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, PTAC 1060, PTAC 1070, PTAC 1080, PTAC 1100, BIOL 2114.

Recommended Skills, Abilities, or Coursework: PTAC 1010

This course covers the pathophysiology of specific musculoskeletal conditions. Discussions of the 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, PTAC 1060, PTAC 1070, PTAC 1080, PTAC 1100, BIOL 2114.

Recommended Skills, Abilities, or Coursework: PTAC 1010

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. 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, PTAC 1060, PTAC 1070, PTAC 1080, PTAC 1100, BIOL 2114.

Recommended Skills, Abilities, or Coursework: PTAC 1010

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 assess-

ment and techniques using the Swiss ball. Cognitive testing and treatment 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, PTAC 2010, PTAC 2015.

This course includes study of specialty areas of physical therapy including amputations, orthotics, prosthetics, oncology, pharmacology, geriatrics, and the role of the PTA in the rehabilitation process. Application of principles and techniques in the classroom and laboratory of each specialty area are included. A geriatric interview assignment will be prepared. 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, PTAC 2010, PTAC 2015.

This course is a 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 2040, PTAC 2050.

Recommended Skills, Abilities, or Coursework: PTAC 1010

This course is a full time clinical practice at an assigned health care facility. The student will function as a PTA student in the facility for 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, PTAC 1060, PTAC 1070, PTAC 1080.

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. 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 and/or the Spring Advisory Committee Meeting. 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

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employment. Students will not be required to take Physical Therapy Research II if they take Physical Therapy Research I, but Research I will be a pre-requisite for Research II. (CR-fall)

### **PTAC 2120 Physical Therapy Research II, 1 credit**

Prerequisites: PTAC 2000, PTAC 2010, PTAC 2015, 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, PTAC 2010, PTAC 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 are widely used in physical therapy practice. This is an eight-week course. (CR-spr)

## **Physics**

### **PHYS 1007 Elementary Physics, 4 credits**

(Meets MnTC Goal 3)

This course is 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. It is for students not majoring in engineering, math, or science related fields who need a basic understanding of physics. (CC & CR-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)

### **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. (CC-fall alternate years; 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)

This course is designed to provide students with an understanding of the American political system including the U.S. Constitution, federalism, mass media, political parties, interest groups, the presidency, Congress, federal bureaucracy, the courts, civil liberties, civil rights, and more. (CC-fall; CR-fall & spr; 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)

This course provides the student with a factual base organized within a framework of democratic theory, principles, organization, processes, and functions of the governments, which 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.

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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**

(Meets MnTC Goals 5C & 7)

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)

### **POLS 2202 Public Issues, 3 credits**

(Meets MnTC Goals 5C & 7)

This course will explore economic and social/moral political issues. Specific issues may include, but not be limited to, taxes, health care, immigration, race relations, abortion, gun control, and religious freedom. We will examine these issues through a historical and various ideological lenses. (CR-fall; Online: fall & spr)

### **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. (Online: fall & spr)

### **POLS 2245 Political Ideas & Ideologies, 3 credits**

(Meets MnTC Goals 5C & 9)

This course discusses contemporary political ideas and ideologies such as republicanism, liberalism, conservatism, socialism, fascism, liberation ideologies, and green ideology. 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 Goal 5B) (Cross-listed as SOC 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.

### **PSYC 1110\* General Psychology, 4 credits**

(Meets MnTC Goals 5B & 7)

This course is a comprehensive introduction to psychology, which 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. Students will examine the scientific and historical foundations of psychology, the major domains of knowledge in psychology (biological, cognitive, developmental, social and personality, and mental and physical health), and cross-cutting themes relevant to all knowledge domains (cultural and social diversity, ethics, variation in human functioning, and applications of psychology). This course is designed to meet the goals of the American Psychological Association (APA, 2014) for introductory psychology. (CC & CR-fall, spr; 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 a scientific basis for understanding stress along with pragmatic tools for dealing with stress in real-life situations. Students will learn about theories and research to gain a better understanding of stress and will also gain direct experience using stress-management techniques such as breathing control, meditation, perception and thought modification, nutrition, exercise, time management, and many others. (CC & CR-fall, spr; Online: fall, spr, 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. (CR-fall & spr; CC-spr; Online: fall)

### **PSYC 1130 Parenting Psychology, 3 credits**

(Meets MnTC Goal 2)

Prerequisite: PSYC 1110

This course involves the investigation of various parenting styles and techniques. It is designed to help parents develop an understanding of child development with a focus on effective parenting techniques, including behavior modification, modeling, active listening, problem-solving, and others. (Online: spr)

### **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. (Online: spr)

### **PSYC 1145 Positive Psychology: The Study of Happiness and Well-being, 3 credits**

(Meets MnTC Goal 5B)

What is well-being, who experiences it, and which practices best foster it? Positive psychology attempts to answer these questions through the scientific investigation of happiness. This course will introduce you to theoretical concepts and scientific research regarding happiness and psychological well-being. You will examine human behaviors that contribute to psychological well-being through topics such as hardiness, hope, flow, meaning, optimism, and resiliency. (CC-fall; CR-fall & spr; Online: sum)

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**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 as WGST 2120)

Prerequisite: PSYC 1110

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. (Online: fall)

**PSYC 2215 Child & Adolescent Development, 3 credits**

(Meets MnTC Goals 5B & 8) (Cross-listed as EDUC 2215)

Prerequisite: 3 credits of PSYC

This course will provide an 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-spr; Online: fall & sum)

**PSYC 2235 Lifespan Development, 4 credits**

(Meets MnTC Goals 5B & 8)

Prerequisite: PSYC 1110

This course serves 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 because of an overlap in content. (CC & CR-fall, spr; Online: fall, spr, sum)

**PSYC 2250 Abnormal Psychology, 3 credits**

(Meets MnTC Goals 5B & 9)

Prerequisite: PSYC 1110

Abnormal Psychology studies the diagnosis, cause, and treatment of psychological disorders. The course includes discussion of historical foundations, theoretical approaches, and research methodology related to psychopathology, with a focus on biological and psychological foundations. The course also covers important social and ethical issues such as labeling, confidentiality, civil commitment, and clinical decision making. (CR-fall & spr; Online: fall, spr, sum)

**PSYC 2257 Psychology & the Media, 3 credits**

(Meets MnTC Goals 2 & 9)

Prerequisite: PSYC 1110

This course will explore the psychology behind media and technology use and its impact on the emotional, cognitive, behavioral, psychological, and social experience of humans. The depiction of psychological issues in the media will be examined, with a focus on a critical analysis of media portrayals and their influence on human thought and behavior.

**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 mainly focuses on the point of interaction between the individual and society and groups. The basic questions studied are how the individual shapes society and groups and how society and groups affect the individual's behavior. This course examines some of the major

social psychological concepts such as social cognition, development of self/social identity, and group processes, in addition to assumptions, methods, findings, and applications of social psychological research. (CR-fall & spr; CC-spr; Online: fall, spr, 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 to 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; Online: spr)

**PSYC 2270 Theories of Personality, 3 credits**

(Meets MnTC Goals 2 & 5B)

Prerequisite: PSYC 1110

This course examines various aspects of one's personality and their underlying psychological mechanisms by carefully evaluating major theoretical approaches and contemporary research in personality psychology. Topics learned in the course include assessment of personality (personality tests), the role of personality in understanding one's behavior, the relationship between intra-personal and inter-personal perception, and personality functioning in social, cognitive, and biological domains. Applications of personality psychology principles to enhance one's understanding of self and others are also discussed. (CC-fall; Online: spr & sum)

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

**PSYC 2285 Introduction to Forensic Psychology, 3 credits**

(Meets MnTC Goals 2 & 5B)

Prerequisite: PSYC 1110

This course provides an introductory survey of the fascinating psychological sub-field of forensic psychology. This course includes examinations of the roles of psychological science in criminal courts, juvenile courts, family and civil courts, corrections, and policing and public safety. (CR-spr; Online: fall)

**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.

**PSYC 2360 Industrial-Organizational Psychology, 3 credits**

(Meets MnTC Goals 2 & 5B)

Prerequisite: PSYC 1110

This course will provide an introduction to Industrial and Organizational Psychology, a scientific discipline that studies human behavior in work and organizational settings. It examines the underlying mechanisms of an industry/organization as a "living" entity. We will discuss how individual and collective behaviors relate to such issues as effectiveness, communication, and motivation within organizations. Topics learned in the course include the psychology of personnel decisions, skill training & development, performance appraisals, leadership, management-employee relations, teamwork, occupational health, and the impact of technology and the environment on organizations. (Online: spr)

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### **PSYC 2370 Cross-Cultural Psychology, 3 credits**

(Meets MnTC Goals 5B & 8)

Prerequisite: PSYC 1110

This course is an introduction to Cross-Cultural Psychology, a field of psychology that studies the influence of individuals' culture on a variety of psychological processes and their understanding of the world in which they live. We will discuss how different aspects of culture – norms, expectations, practices, etc. – play a significant role in understanding of ourselves as well as understanding of others. Topics learned in the course include cultural influence on cognition, perception of reality, interpersonal communication, emotional experience, development of personal and social identity, and understanding mental health issues. In this course, students are expected to develop their cultural competence and global perspective on critical issues.

#### **Reading**

### **READ 0910 Preparing for College Reading, 4 credits**

Prerequisite: Appropriate scores on the placement measures.

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.

The objective of this course is to improve the students' reading skills to the extent that they can effectively approach college-level reading. It emphasizes strategies for reading a variety of texts, ways to improve reading vocabulary, and resources for increasing comprehension. This goal is accomplished through an individual diagnosis of the students' present reading skills and subsequent individual work in appropriate areas. (CR-fall & spr)

### **READ 0990 Elements of College Reading, 3 credits**

Prerequisite: READ 0910 or appropriate scores on the placement measures.

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.

This course is intended for students who have made progress in READ 0910 or have the appropriate score on the Reading placement test. The objective of this course is to improve students' reading skills to the extent that they can effectively approach college-level reading. The course content emphasizes the thinking skills and strategies necessary for successfully reading and comprehending college-level textbooks. This goal is accomplished by providing a variety of active reading strategies. Students will practice reading skills through individual and groupbased reading assignments throughout the semester. (CR-fall & spr)

### **READ 1102 College Vocabulary, 1 credit**

(Cross-listed as ENGL 1102)

This course teaches students to confidently employ commonly-used words with which the English-speaking world conducts its affairs. It expands the students' functional vocabulary range to meet college-level standards for effective reading comprehension and written composition. The course content is organized around various methods of learning vocabulary. (Online: fall & spr)

### **READ 1106 College Textbook Reading, 1 credit**

(Cross-listed as ENGL 1106)

Recommended Skills, Abilities, or Coursework: Fulfillment of any developmental coursework in Reading or English OR college-level writing placement score. The course is most effective when the student is taking at least one other college-level course that requires significant textbook reading.

This course is intended for students who would like an in-depth study of textbook reading strategies in order to improve their textbook reading comprehension in current coursework. The emphasis in this course is on understanding textbook structure and developing effective strategies for efficiently and critically reading college textbooks. (CR-fall even years; Online: fall & spr)

### **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.

#### **Sociology**

### **SOC 1102 Relationships, Marriage & 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 (but is not limited to) a focus on social aspects of relationship formation (mate selection), familial roles, parental roles, sexuality, gender, and the life cycle. (CC fall; CR-fall & spr; 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 Goal 5B) (Cross-listed as 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.

### **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 socially construct

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reality. The course gives special attention to the application of sociological theories, research, and analysis of the social world. Topics include, but are not limited to, methods of research, major sociological theory, culture, socialization, group dynamics and interaction, deviance and crime; social stratification; race, ethnicity, and gender; the family and social institutions; and social change. (CC & CR-fall, spr; 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 WGST 1145)

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

This course is 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-spr; Online: fall)

### **SOC 1200 Introduction to Diversity Studies, 3 credits**

(Meets MnTC Goals 5B & 7) (Cross-listed as INTS 1200)

This class will survey the way in which race, class, culture, religion, gender, and other forms of diversity impact the social and political development within society. In doing so, students will be introduced to the theoretical framework in which diversity studies are examined.

### **SOC 2100 Sociology of Food, 3 credits**

(Meets MnTC Goals 8 & 10)

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

This course examines the fundamental significance of food as it relates to both individuals and social structures to help students gain a more in-depth understanding of local and global sociological patterns related to food. In this course, students will develop an understanding of food-related topics such as: the social construction of food as a form of cultural expression and identity, the inequities pertaining to food, the coexistence of epidemic hunger and obesity, the structural policies related to the production, distribution, and consumption patterns of food at the global level. Social change and social movements attempting to bring attention to and/or alter contemporary social issues related to food and sustainability at the local and global levels are also addressed. (Online: spr & sum)

### **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. (Online: 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 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-fall)

### **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 mainly focuses on the point of interaction between the individual and society and groups. The basic questions studied are how the individual shapes society and groups and how society and groups affect the individual's behavior. This course examines some of the major social psychological concepts such as social cognition, development of self/social identity, and group processes, in addition to assumptions, methods, findings, and applications of social psychological research. (CR-fall & spr; CC-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.

This course provides an 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 social implications and 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/blue/green-collar crime, juvenile crime, law enforcement conduct, and the relationship between the criminal justice system and other societal institutions. (CR-fall & spr; Online: spr)

### **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 152.*

### **SPAN 1101 Beginning Spanish Language & Culture I, 5 credits**

(Meets MnTC Goals 7 & 8)

This course is 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-fall; CR-fall & spr; Online: 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: [AnokaRamsey.edu/placement](http://AnokaRamsey.edu/placement). This course is 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

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and through videos and presentations, which may include historical, social and cultural topics. (CR-fall & spr; CC-spr)

### **SPAN 1111 Spanish & Latin American Culture: Pre-Columbian Civilizations, 3 credits**

(Meets MnTC Goals 6B & 8) (Cross-listed as 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 as 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. (CR-fall)

### **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: [AnokaRamsey.edu/placement](http://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.

### **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 language 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 Spanish in high school with a score of 300 or higher on the Spanish Placement test. To take the placement test, go to: [AnokaRamsey.edu/placement](http://AnokaRamsey.edu/placement). This course is 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. (Online: fall)

### **SPAN 2202 Intermediate Spanish Language & Culture II, 4 credits**

(Meets MnTC Goals 7 & 8)

Recommended Skills, Abilities, or Coursework: SPAN 2201 or at least four years of high school Spanish and a score of 400 or higher on the Spanish Placement test. To take the placement test, go to: [AnokaRamsey.edu/placement](http://AnokaRamsey.edu/placement).

This course is the last course in a four-semester sequence, 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. (Online: 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 & spr; Online: fall, spr, sum)

### **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; Online: 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 & spr)

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**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. (CR-fall & spr)

**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-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 even years)

**THTR 2210 Stage Make-up, 2 credits**

Explore the basic theory and practice, the design purpose, tools, and methods of stage make-up to see how it enriches the meaning of the drama. Formulate criteria for judging designs and experience practical problem-solving by creating multiple designs and application. (CR-fall & spr)

**THTR 2211 Stagecraft, 3 credits**

(Meets MnTC Goal 6C)

Introduction to stagecraft with units on set construction, painting, lighting, properties, special effects, drafting, and scene design. Participation in current theatre production is required. (CR-fall & spr)

**THTR 2220 Play Directing, 3 credits**

(Meets MnTC Goal 6C)

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 effects along with other artistic practices to direct and produce a short play at the end of the semester. Students must see and analyze at least one professional production during the semester. (CR-spr)

**THTR 2230 Survey of Drama, 3 credits**

(Meets MnTC Goal 6C)

Recommended 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 textural elements will extend to include visual and aural implications. (CR-fall 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 odd years)

**Therapeutic Massage****MASG 1001 Introduction to Massage, 4 credits**

Prerequisite: Therapeutic Massage Pre-Program Orientation

Recommended Skills, Abilities, or Coursework: Placement into college-level reading and writing as demonstrated by meeting enrollment requirements for ENGL 1121.

This course presents the theory, skills, and experience that are the foundation for becoming a Massage Therapist. Students will learn techniques and a routine for a full body massage, including basic anatomy and palpation skills, contraindications for massage, and proper forms of draping. Effective procedures are introduced in proper body mechanics, therapist self-care, professionalism, session management, and documentation. Students are introduced to various products and equipment for massage therapy. (CR-fall)

**MASG 1020 Functional Anatomy and Kinesiology for Clinical Massage, 4 credits**

Prerequisites: BIOL 1102, BIOL 1104

In this course students study all of the following body systems as they apply to therapeutic massage: circulatory, respiratory, muscular, skeletal, nervous, and articular. Emphasis is on the relationship among muscle attachments, joints, and bony landmarks. Examination of human movement through association of muscle and muscle function to levers and their connection to planes of movement and the supporting structures are addressed. In addition, the application of the understanding of kinesiology to safe and effective massage therapy is addressed related to all body systems. (CR-spr)

**MASG 1021 Clinical Massage Techniques I, 4 credits**

Prerequisites: MASG 1001, MASG 2102, BIOL 1102, BIOL 1104.

Co-requisite MASG 1020.

This course provides the theory and application of advanced rehabilitative massage therapy techniques that focus on the treatment of soft tissue to maintain, develop, augment, or rehabilitate physical function. Techniques will focus on Neuromuscular Therapy, Trigger Point Therapy, Cross Fiber Friction, Therapeutic stretches, Muscle Energy Techniques, and Rehabilitative Massage. Students will refine skills in palpation, anatomy, functional muscle testing, range of motion, and postural and gait analysis. Students will learn to create a treatment and care plan based on assessments and learn advanced SOAP note charting. (CR-spr)

**MASG 1022 Pathology for Clinical Massage, 3 credits**

Prerequisites: MASG 1001, MASG 2102, BIOL 1102, BIOL 1104. Pre- or co-requisites MASG 1020 and MASG 1021.

This course provides an introduction to the study of the fundamental process and dysfunction of the body caused by disease. Students will learn common pathologies for various body systems including neuromuscular, neurological, gastrointestinal, integumentary, cardiovascular, respiratory, endocrine, genitourinary, and hermetic. Specific treatment options for massage therapy and the indications and contradictions for

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the pathologies are examined. Students will develop the ability to make knowledgeable choices about safety and discernment about treatment. (CR-spr)

### **MASG 1023 Clinical Massage for Special Populations, 4 credits**

Prerequisites: MASG 1001, MASG 2102, BIOL 1102, BIOL 1104. Pre- or co-requisites MASG 1020 and MASG 1021.

This course provides the study of theoretical concepts and the practice of specialized massage therapy protocol for populations of people who are vulnerable because of a physical limitation or life stage. Populations include: pre- and post-pregnancy massage, infant massage, cancer, hospice and palliative care, chronic and acute pain management, geriatric massage, chronic illness, clients with PTSD and those with disabilities. The students will focus on learning appropriate technique for the pathology, etiology, indications, contraindications, adaptations, and emotional/psychological considerations from both the Western and Asian body of knowledge. Students will learn to design a treatment and care plan based on the specific needs required. (CR-spr)

### **MASG 1296 Therapeutic Massage Clinic, 1 credit**

Prerequisite: MASG 1001

In this course, Therapeutic Massage students will gain experience with treatment application skills and clinical decision-making. There will be opportunities for performing a variety of massage modalities while providing therapy services to clients from the ARCC internal community. This is repeatable up to 3 credits. (CR-spr)

### **MASG 2102 Food as Medicine/Biologically Based Therapies, 3 credits**

(Cross-listed as IHH 2102)

Recommended Skills, Abilities, or Coursework: Placement into college-level reading and writing as demonstrated by meeting enrollment requirements for ENGL 1121.

This course provides an introduction to the importance of nutrition basics for a healthy body, mind, and spirit. Students will learn the role food can play in both prevention and treatment of most chronic illnesses. Discussions will involve how environmental, social, economic, emotional, and cultural issues affect nutrition. Students will also learn about dietary supplements and herbs including the history, regulation, scientific research, and indications and contraindications for use. (Online: fall & spr)

### **MASG 2105 Basics in Business & Ethics for the Holistic Practitioner, 3 credits**

(Cross-listed as IHH 2105)

This course provides practical information related to the fundamentals of business and ethics in holistic practice management. Common business practices and structures, contracts and legal agreements, financial considerations, record keeping, networking, marketing, and methods to promote and maintain a successful practice are presented. Students will learn about decision making skills, interpersonal and professional communication, ethical and professional roles and responsibilities, and how to handle ethical dilemmas in the practice of holistic healing. (Online: fall)

### **MASG 2108 Clinical Massage Techniques II, 4 credits**

Prerequisites: MASG 1020, MASG 1021

This course provides the basic theory and application of advanced massage therapy techniques that support and strengthen the body's natural ability to heal and balance itself. Techniques will focus on Asian bodywork, Craniosacral Therapy, Lymphatic Drainage, Myofascial Release, Reflexology, and Energy Therapy. Students will refine skills in palpation, anatomical landmarks, observational skills, and touch awareness, and how to relieve pain and dysfunction to improve whole-body health and performance. Students will learn to create a treatment and care plan based on medical history and assessment. (CR-fall)

### **MASG 2296 Clinical Massage Practicum On-Campus Clinic, 1 credit**

Co-requisite: MASG 2108

This is Part I of the capstone course combination to the Therapeutic Massage Program. The on-campus clinic is an industry-based learning experience in the presence of the faculty. The clinic optimizes student skills prior to beginning Part II of the capstone course combination where the student can integrate skills and knowledge gained in the program in a safe, structured environment. (CR-fall)

### **MASG 2298 Clinical Massage Internship, 2 credits**

Co-requisite: MASG 2108, MASG 2296

This is the capstone course to the Therapeutic Massage Program. The internship is an individually-designed, industry-based learning experience, approved by the faculty and the on-site supervisor, in a setting consistent with the student's program goals in which the student can integrate skills and knowledge gained in the program. Students perform therapeutic massage duties in an external clinical setting for a combined 120 hours of hands-on practicum with MASG 2296. (CR-fall)

## **Women's & Gender Studies**

### **WGST 1108 Biology of Women, 3 credits**

(Meets MnTC Goals 3 & 7) (Cross-listed as BIOL 1108)

This course studies 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, will be addressed. The course 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. It also includes a reproductive anatomy and physiology-based lab-like experience. Open to both women and men. (CR-fall & spr)

### **WGST 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.

This course is 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-spr; Online: fall)

### **WGST 2120 Psychology of Women, 3 credits**

(Meets MnTC Goal Areas 5B & 7) (Cross-listed as PSYC 2120)

Prerequisite: PSYC 1110

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. (Online: fall)

### **WGST 2233 Women in American Culture, 3 credits**

(Meets MnTC Goals 6B & 7) (Cross-listed as HUM 2233)

This course is designed to introduce students to issues of gender, class, and race in the United States' social and cultural histories. It examines the cultural legacies and traditions which have shaped both the past and present. It also provides 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. (Online: fall)

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



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**WGST 2234 Women in a Global Perspective, 3 credits**

(Meets MnTC Goals 6B & 8) (Cross-listed as HUM 2234)

This course introduces the study of gender and women's issues in countries outside the USA. It is designed to examine issues of cultural diversity, race, class, religious and social structures, literature and the arts, politics and economic development in areas such as China, Africa, the Pacific Rim, the Middle East, Europe, Russia, and Latin America. (CR-fall; Online: fall & spr)

**WGST 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-spr)

## Administration & Full-Time Faculty

### A

**Aguilar, Sergio**

Director of SUCCESS Program  
BA, MS - Minnesota State University, Mankato

**Alexander-Payne, Dawn**

History  
BA, MA - Abilene Christian University  
PhD - Texas Christian University

**Alto, David**

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BS - Minnesota State University, Moorhead  
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Communication Studies  
BA - Concordia University  
MA - Purdue University  
MED - Bemidji State University

**Anderson, Clifford**

Director of Public Safety  
BS - Colorado State University  
MS - Minnesota State University, Mankato

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BS - University of Phoenix  
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Nursing (MANE)  
BS - University of Wisconsin, Oshkosh  
BSN - Metropolitan State University  
DNP - University of Minnesota

**Aspaas, Andrew**

Chemistry  
BA - Augustana College, South Dakota  
MS - University of Minnesota

### B

**Barthel, Jamie**

Executive Director of Professional & Workforce Training (PWT) and Foundations  
BS - Bemidji State University  
MA - Concordia University, St. Paul

**Bean, Catherine**

English  
BA, MA - University of Florida

**Bebeau, Kristen**

Nursing (MANE)  
BSN, MSN - Bethel University

**Befus, Kelly**

Chemistry  
BS - Spring Hill College  
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**Bergstrom, Melissa**

Music  
BM - Augsburg College  
MM - University of Minnesota

**Bergstrom, Sam**

Music  
BA - Augsburg College  
MA - University of St. Thomas

**Biederman, James**

Psychology  
BS - Southern Illinois University  
MA - Northern Illinois University

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Mathematics  
BS, MS - University of North Dakota

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CNET  
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BA - Bemidji State University  
MA - Northern Illinois University  
MA - St. Mary's University

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English  
BA, MA - St. Cloud State University

**Boner, Juliana**

Librarian  
BS - College of St. Catherine  
MLIS - Dominican University

**Bordwell, Bruce**

Mathematics  
BS - Bemidji State University  
MS - University of North Dakota

**Braido, Jennifer**

Biology  
BS, MS - University of Illinois, Urbana

**Breen, Rachel**

Art  
BA - Evergreen State College  
MFA - University of Minnesota

**Breen, William**

English  
BS - Bethel College  
MFA - University of Arkansas

**Breit-Goodwin, Megan**

Mathematics  
BA - Augustana College  
MA - University of Nebraska

**Broadway, Marsais**

Dean of Student Affairs (Cambridge) - Interim  
BS - Oral Roberts University  
MS - Oklahoma State University

**Browne-Boatswain, Venoreen**

Director of Diversity and Multiculturalism  
BA, MED - Trenton State College

### C

**Cancino, Robert**

Director of TRIO Upward Bound (Coon Rapids)  
BA - Minnesota State University, Mankato

**Cobian, Alex**

Computer Science  
BA - University of Wisconsin, Eau Claire  
MS - University of Wisconsin, Madison

**Cook, Gary**

Physical Education/Health  
BS - Bemidji State University  
MED - St. Mary's University

**Crittenden, Steve**

Vice President of Academic and Student Affairs (Interim)  
BS - Upper Iowa University  
MS - Southwest Minnesota State University

**Croatt, Heidi**

Communication Studies  
BS - Minnesota State University, Mankato  
MA - Southern Illinois University

**Croonquist, Paula**

Biology  
BS - University of Illinois, Chicago  
PhD - University of Minnesota

### D

**Dahlvang, Victoria**

Nursing (MANE)  
RN - Anoka-Ramsey Community College  
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## Administration & Full-Time Faculty

### **Danneman, Scott**

Biology  
BS, MS - Northern Michigan University

### **Danzl, Allison**

Nursing (MANE)  
BSN - St. Cloud University  
MSN - North Dakota State University

### **Degerstrom, Patrice**

Nursing (MANE)  
BSN - College of St. Catherine  
MSN - Walden University  
DNP - Winona State University

### **Deno, Fernande**

Nursing (MANE)  
BSN - Holy Names College  
MSN - University of California  
DNP - Winona State University

### **Dickie, Scott**

Math  
BS, MEd - University of Minnesota

### **Ding, Yuan**

English  
MA - Beijing Foreign Studies University  
PhD - University of Minnesota

### **Djerdjian, Nancy**

Biology  
BS, PhD - University of North Dakota

### **Domagala, Rachel**

Nursing (MANE)  
MSN - Walden University  
DNP - Winona State University

### **Doneen, Kristin**

Philosophy  
BA - Humboldt State University  
MA - Central Washington University  
MA, PhD - Stockholm University

### **Downey, Victoria**

Geography  
BA, MA - University of Kansas

### **Dudu, Momoh**

Business  
BA - Marymount Manhattan College, New York  
MBA - St. John's University

## E

### **Erickson, Joe**

English  
BA, MA - University of Minnesota, Duluth  
PhD - Bowling Green State University

### **Evangelista, Hazel May**

Nursing (MANE)  
MAN - Cr. Carols S. Lanting Colleges  
BSN - Chinese General Hospital Colleges

## F

### **Ferguson, Shandell**

Nursing (MANE)  
BSN - North Dakota State University  
MSN - Walden University  
DNP - Winona State University

### **Friestad, Jennifer**

Business/Marketing  
BA - University of Northern Iowa  
MA - University of Minnesota

## G

### **Genet, Kristen**

Biology  
BA - Gustavus Adolphus College  
MS, PhD - Michigan State University

### **Goenner, Janine**

Math  
BS, MS - St. Cloud State University  
MS - Bemidji State University

### **Gokey, Hillary**

Psychology  
BA - State University of New York, Fredonia  
MA - Edinboro University of Pennsylvania  
EdD - St. Cloud State University

### **Goldman, Robert (Mike)**

Physical Education/Health  
BS - Iowa State University  
MEd - University of Minnesota

### **Gonzalez, Jason**

Communication Studies  
BA - University of West Florida  
MFA - University of Mississippi

### **Gonzalez, Ricardo**

Director of Enrollment Management  
BS - Linfield College  
MS - Walden University

### **Gromberg, Jill**

Physical Education/Health

BS - College of St. Benedict  
MS - St. Cloud State University

### **Groseth, Becky**

Mathematics  
BS - Minnesota State University, Mankato  
BS, MS - St. Cloud State University

### **Grzincich, Michael**

CNET  
BS - Capella University

### **Guiney, Margaret (Peggy)**

Biology  
BS - Concordia College  
MS, PhD - University of Minnesota

### **Gulden, Alison**

Nursing (MANE)  
RN - Normandale Community College  
MSN - Walden University  
DNP - Winona State University

## H

### **Hanson, Kent**

President  
BS, PhD - University of North Dakota  
MS - Central Michigan University

### **Harris, Lisa**

Dean of Student Affairs (Coon Rapids)  
BS - George Fox University  
MA - Bethel College

### **Harrison, Jill**

Counseling  
BA - The Lutheran Bible Institute of Seattle  
BA - University of Minnesota  
MS - Minnesota State University, Mankato

### **Heide, Melody**

English  
BS - North Central University  
MFA - Minnesota State University, Mankato

### **Hofreiter, Dierk**

Physics  
BS - Iowa State University  
MS - University of Illinois

### **Holder, Leda**

Nursing (MANE)  
BSN, MSN - Metropolitan State University

### **Homann, Bruce**

History  
BA, MA, PhD - Iowa State University



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### Horazdovsky, Jerry

Business/Computer and Office Systems  
BS, PhD - University of Minnesota  
MS - University of Wisconsin

### Hunter, Mariae

Business  
BS - Geneva College  
MBA - Robert Morris University

### Hurt, Nicole

Communication Studies  
BA - Gustavus Adolphus  
MA - Colorado State University  
PhD - University of Georgia

### Huttenburg, Abbie

Director of K-12 Partnerships  
BS - University of Wisconsin, La Crosse  
MS - University of Wisconsin, Milwaukee

## J

### Jagodzinski, Nicole

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

### Janas, Linnea

Counseling  
BS, MS - St. Cloud State University

### Janke, Linda

History  
BA - Carleton College  
MA, PhD - The State University of New York, Binghamton

### Janzen, Monica

Philosophy  
MA, PhD - University of Minnesota

### Jones, Jami

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

### Jorissen, Shari

Director of Institutional Effectiveness  
MBA, EdD, PhD - Walden University

## K

### Kaiminaauao, Colleen

Communication Studies  
BS, MA - North Dakota State University

### Karr, Kenneth

Director of Facilities

### Kern, Rhonda

Director of Records and Registration

### Kirkeide, Shannon

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

### Koessler, Phil

Director of TRIO SSS Program (Coon Rapids)  
- Interim

### Kohler, Sandra

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

### Koppy, Paula

Nursing (MANE)  
MSN - Walden University

### Kowalski, Jenna

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

### Kraft, Jessica

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BSN - St. Cloud State University  
MSN - St. Catherine University

### 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

### Krystyniak, Rebecca

Dean of Science, Technology, Engineering, and Mathematics (STEM)  
BA - Carthage College  
MS, PhD - University of Northern Colorado

### Kuhn, Emily

Physical Therapist Assistant  
DPT - University of North Dakota

### Kysar, Kathryn

English  
BA - Hamline University  
MFA - Wichita State University

## L

### 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

### Leiter, Wendy

Nursing (MANE)  
BSN, MSN - Bethel University

### 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  
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BS - St. Olaf College  
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Chemistry  
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### **Lutz, Christopher**

Chemistry  
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### **M**

### **Magner, Shawn P.**

Biology  
BS - St. Cloud State University  
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BBA - University of Wisconsin  
MS - Cardinal Stritch College  
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Chief Information Officer (Interim)

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Art  
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Chemistry  
BS - Illinois Institute of Technology  
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### **Marian, Marko**

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BFA - Western Michigan University  
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Psychology  
BA - College of St. Benedict  
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### **Mauer, Kathleen**

English  
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BSN - University of Northern Iowa  
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Philosophy

BA - University of Northern Iowa

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MS - Metropolitan State University

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MS - University of Minnesota  
PhD - University of Maryland

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Special Assistant to the President/Chief of Staff  
BA - University of Minnesota  
JD - William Mitchell College of Law

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BA - St. Cloud State University  
MA - Northern Illinois University  
EdD - St. Mary's University of Minnesota

### **Mucha, Michelle**

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### **N**

### **Nelson, Jay**

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BA - University of Minnesota, Morris  
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### **Nnazor, Agatha**

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BSc - Ahmadu Bello University, Nigeria  
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### **O**

### **O'Brien, Gwendolyn**

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### **Oliha-Donaldson, Hannah**

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MA - Hamline University  
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### **Omodt, Mark**

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MS - Western Washington University

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### **Opoku, Mike**

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## Administration & Full-Time Faculty

### P

**Pancerella-Willis, Gina**

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MS - Drexel University

**Pelzel, Ann**

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**Perez, Robert**

Director of Auxiliary Services

**Phillips, Dana**

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BA - Metropolitan State University  
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PhD - University of Minnesota

### Q

**Quaschnick, Jillayn**

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MS - South Dakota State University

### R

**Restad, Steve**

Business  
BA - University of Wisconsin, Eau Claire  
MBA - University of St. Thomas

**Riehl, Paige**

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BS - Moorhead State University  
MA - North Dakota University

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Mathematics  
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**Ruble, Jordan**

Sociology  
BA, MA - California State University

### S

**Saari, William**

Engineering  
BS - University of Illinois, Chicago  
MS - University of Minnesota

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BA, BS, MBS - University of Minnesota, Minneapolis

**Saporu, Godwin**

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BA, MA - University of Minnesota  
MA - Minnesota State University, Mankato  
JD - Mitchell Hamline School of Law

**Schiller, Lindsey**

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**Schneider, Anita**

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BES - St. Cloud State University  
MS - Texas A&M University Systems

**Schneider, Eric (Rick)**

Art  
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**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, Nancy**

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BS - Louisiana Tech University  
MBA - Aspen University

**Sloan, Elizabeth**

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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

**Sprague-Williams, Tristan**

Mathematics  
BS - University of Wisconsin, Eau Claire  
MS - University of Iowa

**Stankey, Scott**

Dean of Business, Psychology, Social Sciences,  
Wellness, and World Languages  
BS, MA - Minnesota State University, Mankato

### V

**Vanselow, Jason**

Music  
DMA - University of Minnesota  
MM - Cleveland Institute of Music  
BFA - University of St. Thomas

**Vassilkov, Alexandra (Sasha)**

Mathematics  
MA - North Carolina State University

**Vikander, Bill**

Director of Financial Aid  
BA - University of Minnesota

### 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

**Willcutt, Jennifer**

Reading  
BA - University of Wisconsin, Madison  
MA - University of Minnesota

**Wolfe, Laurie**

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MS - Syracuse University

**Wollum, Brian**

Director of Academic Advising and Veterans'  
Services  
BA, MS - Minnesota State University, Mankato



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## Administration & Full-Time Faculty

### **Woodard, Brandyn**

Vice President of Equity and Inclusion  
BA - Carnegie Mellon University  
MA - Webster State University

### **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**

### **Ziegler, Jasmin**

English  
BA - Concordia University, St. Paul  
MFA - University of Minnesota

### **Zins, Wendy**

Physical Education/Health  
BS - Montana State University  
MPH - University of Wisconsin, La Crosse

# 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		
ADCS	1110	Pharmacology for Substance Use Disorder	F-CC								
ADCS	1120	Substance Use Disorder Assessment	F-CC								
ADCS	1200	Substance Use Disorder Counseling			S-CC						
ADCS	1210	Substance Use Disorder Case Management			S-CC						
ADCS	2297	Substance Use Disorder Counseling Practicum I	F-CC								
ADCS	2298	Substance Use Disorder Counseling Practicum II			S-CC						
AENG	2225	Digital Electronics									
AENG	2230	Electromechanical Devices									
AENG	2235	Instrument & Control									
ANTH	1110	Intro to Sustainability							F	S	
ANTH	2201	Intro to Cultural Anthropology		F-CR					F	S	SR
ANTH	2202	Intro to Physical Anthropology				S-CR				S	SR
ANTH	2251	Environmental Anthropology							F		
ANTH	2261	Principles of Archaeology								S	
ART	1100	Intro to Art		F-CR		S-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	Foundation Design I: 2 Dimensional Design	F-CC	F-CR							
ART	1116	Design II: Color Theory									
ART	1117	Foundation Design II: 3 Dimensional 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	1139	Flameworked Glass 1									
ART	1141	Foundation Drawing I	F-CC	F-CR	S-CC	S-CR					
ART	1142	Foundation Drawing II	F-CC	F-CR	S-CC	S-CR					
ART	1143	Intro to Figure Drawing									
ART	1144	Watercolor I									
ART	1145	Watercolor II									
ART	1150	Intro to Graphic Design		F-CR							
ART	1151	Graphic Design II									
ART	1155	Intro to Digital Photography	F-CC	F-CR	S-CC	S-CR					
ART	1161	Intro to Sculpture		F-CR		S-CR					
ART	1162	Sculpture II		F-CR		S-CR					
ART	1164	Pinhole Photography									
ART	1165	Intro to Black & White Film Photography		F-CR		S-CR					
ART	1166	Photography II				S-CR					
ART	1170	Foundation Digital Imaging I: Photoshop		F-CR		S-CR					
ART	1171	Digital Imaging II									
ART	1172	New Media Design I									
ART	1173	New Media Design II									



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			CC	CR	CC	CR	CC	CR	all campuses		
ART	1175	Animation I									
ART	1241	Intro to Painting	F-CC	F-CR	S-CC	S-CR					
ART	1242	Painting II		F-CR	S-CC	S-CR					
ART	1251	Intro to Ceramics		F-CR		S-CR					
ART	1252	Ceramics: Intermediate Wheel-Throwing		F-CR		S-CR					
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	Intro to Printmaking				S-CR					
ART	1291	Intro 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 & Professional Practice				S-CR					
ART	2253	Ceramics: Kiln-Firing				S-CR					
ART	2254	Ceramics: Glaze Formulation									
ART	2255	Wood-Fired Ceramics		F-CR							
ASL	1101	Amercian Sign Lang & Culture I	F-CC	F-CR		S-CR					SR
ASL	1102	Amercian Sign Lang & Culture II		F-CR	S-CC	S-CR					
ASL	1103	Deaf Culture									
ASL	1120	Fingerspelling & Numbers									
ASL	2201	Amercian Sign Lang & Culture III		F-CR							
ASL	2202	Amercian Sign Lang & Culture IV				S-CR					
BIOL	1100	Unifying Concepts in Biology		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			F	S	SR
BIOL	1104	The Human Body			S-CC	S-CR			F		
BIOL	1106	Principles of Biology I	F-CC	F-CR	S-CC	S-CR	SR-CC	SR-CR			
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			F	S	SR
BIOL	1171	Seminar in the Biological Sciences									
BIOL	2113	Human Anatomy & Physiology I	F-CC	F-CR	S-CC	S-CR	SR-CC	SR-CR			
BIOL	2114	Human Anatomy & Physiology II	F-CC	F-CR	S-CC	S-CR		SR-CR			
BIOL	2201	Microbiology	F-CC	F-CR	S-CC	S-CR		SR-CR			

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			CC	CR	CC	CR	CC	CR	all campuses		
BIOL	2202	Genetics		F-CR							
BIOL	2206	Animal Biology				S-CR-EVEN					
BIOL	2207	Plant Biology				S-CR-ODD					
BIOL	2208	Cell Biology				S-CR-EVEN					
BIOL	2209	General Ecology		F-CR-ODD							
BIOL	2229	Independent Summer Research									
BIOL	2230	Directed Research in Biology		F-CR		S-CR		SR-CR			
BMED	1100	Intro to BMED Devices		F-CR							
BMED	2100	Design & Manuf in Med Device Industry		F-CR							
BMED	2200	Intro to 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	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 Communications		F-CR		S-CR			F	S	SR
BUS	1105	Indiv/Corp Income Tax							F		
BUS	1108	Business Math							F	S	
BUS	1112	Computer Concepts & Applications		F-CR	S-CC	S-CR			F	S	SR
BUS	1115	Internet Essentials								S	
BUS	1119	Database Mgmt Using Microsoft Access							F		
BUS	1122	Business Ethics & Social Issues				S-CR			F	S	
BUS	1124	PowerPoint & Web Conferencing							F		
BUS	1130	Accounting Fundamentals							F	S	SR
BUS	1134	Computerized Accounting								S	
BUS	1135	Payroll Accounting								S	
BUS	1143	Decision Making Using Excel							F		
BUS	1145	Customer Service							F	S	
BUS	1149	Professional Selling							F		
BUS	1153	Beginning Keyboarding							F	S	
BUS	1154	Advanced Keyboarding									
BUS	1155	Word Processing Using Word								S	
BUS	1159	Word Processing Essentials									
BUS	1174	Office Systems							F		
BUS	1180	Developing Web Pages								S	

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			CC	CR	CC	CR	CC	CR	all campuses		
BUS	1221	Supervision							F	S	SR
BUS	2010	Intro to Human Resources							F	S	
BUS	2015	Benefits & Compensation							F		
BUS	2020	Employee Training & Development								S	
BUS	2025	Labor Relations							F		
BUS	2030	Human Resource Information 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				S-CR			F	S	SR
BUS	2143	Social Media Marketing									
BUS	2144	Principles of Advertising							F		
BUS	2215	Legal Environment of Business		F-CR		S-CR			F	S	SR
BUS	2217	Employment Law for Business								S	
BUS	2226	Accounting Internship & Seminar								S	
BUS	2227	Mgmt/Marketing Internship & Seminar								S	
BUS	2228	Office Technology Internship & Seminar								S	
BUS	2233	Intermediate Accounting								S	
BUS	2240	Intro to International Business								S	
BUS	2242	Principles of Retailing								S	
BUS	2244	Principles of Management							F	S	SR
BUS	2247	E-Commerce									
BUS	2250	Entrepreneurship									
BUS	2265	Admin Ofc Mgmt								S	
CAOR	1100	Career Exploration Workshop				S-CR			F		
CAOR	1102	Career Exploration		F-CR						S	SR
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			
CHEM	2061	Organic Chemistry I		F-CR		S-CR		SR-CR			
CHEM	2062	Organic Chemistry II		F-CR		S-CR					
CHEM	2090	Biochemistry				S-CR		SR-CR			
CMST	1100	Intro to Mass Communication		F-CR		S-CR			F	S	SR
CMST	1110	Intro to Communication	F-CC	F-CR	S-CC	S-CR	SR-CC	SR-CR			SR
CMST	2210	Intercultural Communication		F-CR		S-CR			F	S	SR
CMST	2215	Public Speaking		F-CR	S-CC	S-CR		SR-CR			
CMST	2220	Interpersonal Communication	F-CC	F-CR	S-CC	S-CR		SR-CR	F	S	SR
CMST	2251	Small Group Communication			S-CC	S-CR					
CNET	1000	IT Exploration									SR
CNET	1100	Intro to Information Technology	F-CC	F-CR	S-CC	S-CR					
CNET	1105	Intro to Cybersecurity							F	S	SR

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			CC	CR	CC	CR	CC	CR	all campuses		
CNET	1212	Client Operating Systems	F-CC	F-CR							
CNET	1213	Server Operating Systems			S-CC	S-CR					
CNET	2101	Intro to Networks			S-CC	S-CR					
CNET	2110	Principles of IT Security		F-CR		S-CR					
CNET	2114	Fund of Linux/UNIX		F-CR							
CNET	2125	System Virtualization		F-CR							
CNET	2200	Network Forensics				S-CR					
CNET	2205	Fund of Wireless LANS									
CNET	2215	Managing Network Security				S-CR					
CNET	2230	Ethical Hacking				S-CR					
CNET	2297	Field Experience & Seminar									
CNET	2302	Routing, Switching & Wireless Essentials	F-CC	F-CR							
CNET	2304	Connecting Networks									
CNET	2305	Enterprise Networking, Security & Automation				S-CR					
CNET	2320	Unified Communications/VoIP									
CNET	2401	Cisco Cert Netwk Assoc									
CNET	2490	Industry Certification									
CSCI	1101	Intro to CSCI & Problem Solving		F-CR				SR-CR			
CSCI	1106	Fundamentals of Computer Science I		F-CR		S-CR					
CSCI	1107	Fundamentals of Computer Science II				S-CR					
CSCI	1115	Visual Basic Prog						SR-CR			
CSCI	1125	Object-Oriented Prog Java				S-CR					SR
CSCI	1155	Intro to Funct Lang Prog									
CSCI	1201	Database Systems							F	S	
CSCI	2021	Machine Architecture & Organization									
CSCI	2100	Discrete Mathematics				S-CR					
CSCI	2253	Assembly Language Prog		F-CR							
ECON	1100	Intro to the American Economy		F-CR		S-CR			F	S	SR
ECON	2205	Principles of Macroeconomics		F-CR		S-CR			F	S	SR
ECON	2206	Principles of Microeconomics		F-CR		S-CR			F	S	SR
EDUC	2001	Foundations of Education							F		
EDUC	2031	Intro to Special Education								S	
EDUC	2050	Human Relations & Multicultural Education							F		
EDUC	2060	Educational Technology								S	
EDUC	2215	Child & Adolescent Development				S-CR			F		SR
ELL	0790	Preparing for College Writing		F-CR		S-CR					
ELL	0810	Preparing for College Reading		F-CR		S-CR					
ELL	0850	Elements of College Writing		F-CR		S-CR					
ELL	0870	Elements of College Reading		F-CR		S-CR					
ENGL	0890	Preparing for College Writing		F-CR		S-CR					
ENGL	0950	Elements of College Writing									
ENGL	0990	Cross-Current Composition	F-CC	F-CR	S-CC	S-CR		SR-CR			

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ENGL	1102	College Vocabulary							F	S	
ENGL	1104	Technical Writing							F		
ENGL	1106	College Textbook Reading		F-CR-EVEN					F	S	
ENGL	1120	Cross-Current College Writing & Critical Reading	F-CC	F-CR	S-CC	S-CR		SR-CR			
ENGL	1121	College Writing & Critical Reading	F-CC	F-CR	S-CC	S-CR		SR-CR	F	S	SR
ENGL	1130	APA Documentation		F-CR		S-CR			F	S	
ENGL	2202	Intro to Literary Studies	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	
ENGL	2209	Children's Literature				S-CR			F	S	SR
ENGL	2210	Global Literature			S-CC-EVEN	S-CR			F	S-ODD	
ENGL	2220	British Lit to 1800		F-CR-ODD					F-EVEN		
ENGL	2225	British Lit Since 1800				S-CR-EVEN				S-ODD	
ENGL	2230	Amercian Lit to 1865		F-CR-EVEN					F-ODD		
ENGL	2235	Amercian 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 & Screen		F-CR-ODD		S-CR-ODD			F-EVEN	S-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 & Young Adults		F-CR-EVEN		S-CR-EVEN			F-ODD	S-ODD	
ENGL	2281	A Writer's Life: Paths to Publication				S-CR			F		
ENGL	2291	Manuscript Development	F-CC	F-CR	S-CC	S-CR					
ENGR	1100	Intro to Engineering		F-CR		S-CR					
ENGR	1111	Engineering Graphics		F-CR		S-CR					
ENGR	1200	Engineering Design		F-CR		S-CR					
ENGR	1201	Directed Research in Engineering				S-CR					
ENGR	2218	Digital Logic		F-CR							
ENGR	2219	Linear Circuits I				S-CR					
ENGR	2220	Linear Circuits II									
ENGR	2221	Digital Fundamentals		F-CR							
ENGR	2240	Thermodynamics		F-CR							
ENGR	2241	Statics		F-CR							
ENGR	2242	Dynamics				S-CR					
ENGR	2243	Mechanics of Materials				S-CR					
FREN	1101	French Lang & Culture I		F-CR							
FREN	1102	French Lang & Culture II				S-CR					
FREN	1111	Intro to French Culture								S	
FREN	2200	Field Study Abroad									
FREN	2201	Interm French Lang & Culture I									



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FREN	2202	Interm French Lang & Culture II									
GEOG	1101	Geography of the US	F-CC	F-CR		S-CR					
GEOG	1102	Intro to Hum Geography				S-CR					
GEOG	1103	Physical Geography				S-CR			F	S	SR
GEOG	1106	World Reg Geography			S-CC						
GEOG	1108	Minnesota Geography		F-CR		S-CR					
GEOG	1110	Intro to Sustainability							F	S	
GERM	1101	German Lang & Culture I							F		
GERM	1102	German Lang & Culture II								S	
GERM	1111	Intro to German Culture								S	
GERM	2200	Field Study Abroad									
GERM	2201	Interm German Lang & Culture I									
GERM	2202	Interm German Lang & Culture II									
HCCC	1000	Intro to Healthcare Careers									
HCCC	1600	Spanish for Healthcare Professionals									
HIST	1101	Minnesota History		F-CR		S-CR			F	S	SR
HIST	1103	Contemporary World History		F-CR		S-CR					
HIST	1110	World War II		F-CR		S-CR					SR
HIST	1111	Modern World Civilizations I		F-CR		S-CR			F	S	
HIST	1121	Modern World Civilizations II		F-CR		S-CR			F	S	
HIST	1141	Ancient & Med World History		F-CR		S-CR			F	S	
HIST	1160	History of Africa									
HIST	2211	U.S. History I			S-CC				F	S	SR
HIST	2221	U.S. History II	F-CC	F-CR		S-CR					SR
HIST	2240	America in the Vietnam Era		F-CR							
HIST	2242	History of Women in Modern America				S-CR					
HIST	2262	History of Britain in the Middle Ages		F-CR							
HIST	2280	History of Immigration & Ethnicity in US				S-CR					
HIST	2282	Warfare in the Ancient & Med World									
HPER	1102	Drugs, Alcohol & Tobacco	F-CC	F-CR		S-CR			F	S	SR
HPER	1103	First Aid & CPR	F-CC	F-CR	S-CC	S-CR					
HPER	1105	BLS Provider Certification							F	S	
HPER	1106	CPR Recertification - BLS Provider		F-CR		S-CR					
HPER	1108	Consumer Health							F	S	
HPER	1109	Intro to Public Health							F	S	
HPER	1110	Personal & Community Health							F	S	
HPER	1112	Nutrition		F-CR	S-CC	S-CR			F	S	SR
HPER	1115	Stress Management	F-CC	F-CR	S-CC	S-CR			F	S	SR
HPER	1117	Intro to Meditation & Mindfulness		F-CR	S-CC	S-CR			F		
HPER	1120	Wellness for Life	F-CC	F-CR		S-CR			F	S	
HPER	1123	Outdoor Activities		F-CR							
HPER	1134	Snowboarding									

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			CC	CR	CC	CR	CC	CR	all campuses		
HPER	1144	Camping					SR-CC				
HPER	1145	Yoga	F-CC	F-CR	S-CC	S-CR		SR-CR			
HPER	1152	Aerobic Fitness		F-CR		S-CR					
HPER	1153	Zumba									
HPER	1157	Tennis									
HPER	1159	Bowling		F-CR		S-CR					
HPER	1160	Weight Trng & Cond	F-CC	F-CR	S-CC	S-CR					
HPER	1164	Racquet Sports									
HPER	1165	Fitness Walking		F-CR		S-CR			F	S	SR
HPER	1166	Jogging/Running							F	S	SR
HPER	1169	Pickleball									
HPER	1170	Interm Weight Trng & Cond				S-CR					
HPER	1171	Bicycling							F		
HPER	1175	Volleyball		F-CR							
HPER	1200	Anatomy of Movement		F-CR		S-CR					
HPER	1205	Intro to Exercise Science		F-CR		S-CR					
HPER	2205	Prev & Care of Ath Injuries	F-CC	F-CR		S-CR					
HPER	2206	Exercise Physiology		F-CR		S-CR					
HPER	2207	Fitness Testing & Exercise Prescription				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	Intro to Sport Management				S-CR					
HPER	2240	Coaching & Officiating Theory		F-CR							
HPER	2296	Field Exp & Seminar for Fitness Specialist		F-CR		S-CR					
HPER	2297	Field Exp & Seminar in Athletic Coaching		F-CR		S-CR					
HSER	1100	Nursing Assistant Registered (NAR)/HHA									
HUM	1103	Intro to Film Studies							F	S	
HUM	1104	Developing A Philosophy of Life					SR-CC				
HUM	1111	Span & Lat Amer Culture: Pre-Columbian Civ									
HUM	1112	Span & Lat Amer Culture: Conquest to present		F-CR							
HUM	1141	Humanities Age of Enlightenment							F		
HUM	1151	Humanities Era of Romanticism & Realism				S-CR					
HUM	1161	Humanities Modern to Postmodern World							F	S	
HUM	1171	Seminar in Humanities									
HUM	1200	Intro to Global Studies		F-CR		S-CR			F		SR
HUM	1211	Intro to German Culture								S	
HUM	1311	Intro to French Culture								S	
HUM	1511	Intro to Islam & Culture		F-CR		S-CR			F		

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HUM	1611	Arab History & Cultures		F-CR					F		
HUM	2200	Field Study Abroad									
HUM	2231	Intro to Africa				S-CR					
HUM	2232	Women in Western Civilization							F	S	
HUM	2233	Women in American Culture							F		
HUM	2234	Women in a Global Perspective		F-CR					F	S	
HUM	2241	Heritage Western World: Greek World							F		
HUM	2251	Heritage Western World: Rome & Christianity									
HUM	2261	Heritage Western World: Medieval World									
HUM	2271	Heritage Western World: Renaissance & Reformation							F	S	
ICBE	1101	Individualized Educational Planning									
IHH	1100	Intro to Holistic Healing							F	S	
IHH	1102	Energy Healing							F		
IHH	1103	Movement & Body Manipulation Therapies							F		
IHH	1105	Intro to Massage/Reflexology									
IHH	1110	Aromatherapy								S-ODD	
IHH	1200	Holistic Hospice & Palliative Care									
IHH	1205	Cross Cultural Issues Related to Dying									
IHH	1300	Aging Transform & Geriatric Holistic Health									
IHH	1305	Integration of Holistic Therapies									
IHH	2100	Holistic Healing Systems							F		
IHH	2101	Mind/Body Connections								S	
IHH	2102	Food as Medicine/Biologically Based Therapies							F	S	
IHH	2103	Spirituality & Healing								S	
IHH	2104	Health & Wellness Coaching Skills							F		
IHH	2105	Basics in Business & Ethics for the Holistic Practitioner							F		
IHH	2106	Intro to Qigong		F-CR-EVEN							
IHH	2107	Healing Touch				S-CR-EVEN					
IHH	2110	Optimal Healing Environment									
IHH	2204	Advanced Coaching Skills for a Diverse World								S	
IHH	2280	Holistic Hospice & Palliative Care Capstone									
IHH	2285	Holistic Geriatric Care Capstone									
IHH	2290	Integrative Lifestyle Medicine								S	
IHH	2297	Internship				S-CR					
INTS	1000	First-Year Experience	F-CC	F-CR	S-CC	S-CR			F	S	
INTS	1100	On Course									
INTS	1200	Intro to Diversity Studies									
MASG	1001	Intro to Massage		F-CR							
MASG	1020	Functional Anatomy & Kinesiology for Clinical Massage				S-CR					
MASG	1021	Clinical Massage Techniques I				S-CR					
MASG	1022	Pathology for Clinical Massage				S-CR					

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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		
MASG	1023	Clinical Massage for Special Populations				S-CR					
MASG	1296	Therapeutic Massage Clinic				S-CR					
MASG	2102	Food as Medicine/Biologically Based Therapies							F	S	
MASG	2105	Basics in Business & Ethics for the Holistic Practitioner							F		
MASG	2108	Clinical Massage Techniques II		F-CR							
MASG	2296	Clinical Massage Practicum On-Campus Clinic		F-CR							
MASG	2298	Clinical Massage Internship		F-CR							
MATH	0080	Principles of Mathematics		F-CR		S-CR		SR-CR			
MATH	0230	Mathematical Foundations w/Elementary Algebra		F-CR		S-CR					
MATH	0240	Mathematical Concepts w/Elementary Algebra	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		SR-CR	F	S	SR
MATH	1100	Mathematics for Liberal Arts	F-CC	F-CR		S-CR			F	S	SR
MATH	1114	Intro to Statistics	F-CC	F-CR	S-CC	S-CR	SR-CC	SR-CR	F	S	SR
MATH	1121	Mathematics for Educational Arts		F-CR	S-CC						
MATH	1200	College Algebra	F-CC	F-CR	S-CC	S-CR	SR-CC	SR-CR	F	S	SR
MATH	1201	College Algebra II & Trigonometry	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-CC	S-CR		SR-CR			
MATH	1401	Calculus II		F-CR	S-CC	S-CR		SR-CR			
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	Multivariable Calculus & Vector Analysis		F-CR		S-CR					
MATH	2230	Probability & Stats									
MCOM	1100	Intro to Mass Communication		F-CR		S-CR			F	S	SR
MCOM	1109	Practical Exper in Journalism & Mass Comm		F-CR		S-CR					
MCOM	1151	Principles of Public Relations							F		
MCOM	2121	Media Writing								S	
MCOM	2131	Reporting, Writing, Editing Online Pubs									
MCOM	2141	Photojournalism									
MCOM	2151	Multimedia Productions									
MUSC	1100	Music Appreciation							F	S	SR
MUSC	1101	Intro to World Music		F-CR		S-CR			F	S	SR
MUSC	1102	Class Guitar		F-CR		S-CR					
MUSC	1103	Class Piano	F-CC	F-CR		S-CR					
MUSC	1104	Fundamentals of Music		F-CR						S	
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					

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			CC	CR	CC	CR	CC	CR	all campuses		
MUSC	1108	Concert Choir	F-CC	F-CR	S-CC	S-CR					
MUSC	1109	Singing 101									
MUSC	1110	Rock & Roll History		F-CR	S-CC	S-CR					SR
MUSC	1111	Jazz History							F	S	
MUSC	1112	Intro 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	Intro to Music Business		F-CR							
MUSC	1121	Keyboard Skills for Majors I		F-CR							
MUSC	1122	Keyboard Skills for Majors II				S-CR					
MUSC	1126	Music Theory II				S-CR					
MUSC	1127	Aural Comprehension II				S-CR					
MUSC	1132	Music in Film, Television & Gaming		F-CR						S	
MUSC	1145	World Drumming Ensemble		F-CR		S-CR					
MUSC	1146	Jazz Ensemble		F-CR		S-CR					
MUSC	1147	Musical Theater Ensemble				S-CR					
MUSC	1148	Chamber Singers		F-CR		S-CR					
MUSC	1149	Guitar Ensemble		F-CR		S-CR					
MUSC	1188	Women's Chorale		F-CR		S-CR					
MUSC	2105	Applied Lesson	F-CC	F-CR	S-CC	S-CR					
MUSC	2115	Intro to Music Education				S-CR-ODD					
MUSC	2120	Music Industry: Mgmt, Admin & Promo									
MUSC	2135	Music Therapy, Techniques & Materials				S-CR-EVEN					
MUSC	2145	Chamber Ensembles		F-CR		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	Advanced Aural Comprehension I		F-CR							
MUSC	2226	Advanced Music Theory II				S-CR					
MUSC	2227	Advanced 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	Seminar in the Biological Sciences									
NURS	1600	Spanish for Healthcare Professionals									
NURS	2700	Health Promotion & Role of the Prof Nurse	F-CC	F-CR	S-CC	S-CR					
NURS	2720	Transition to Role of the Prof Nurse		F-CR							



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			CC	CR	CC	CR	CC	CR	all campuses		
NURS	2750	Nutrition & Role of the Prof Nurse	F-CC	F-CR	S-CC	S-CR					
NURS	2800	Chronic & Palliative Care	F-CC	F-CR	S-CC	S-CR					
NURS	2820	Pharm & Role of the Prof Nurse	F-CC	F-CR	S-CC	S-CR					
NURS	2850	Applied Pathophysiology for Nursing I	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 for Nursing 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 (w/lab)	F-CC								
PHAR	2100	Pharmacy Communications (w/lab)	F-CC								
PHAR	2110	Pharmacy Meds Lab			S-CC						
PHAR	2120	Drug Use & React (w/lab)			S-CC						
PHAR	2130	Pharm Admin & Med Bill Lab							F		
PHAR	2297	Pharmacy Technician Intern			S-CC						
PHIL	1101	Intro to Philosophy	F-CC	F-CR		S-CR			F	S	SR
PHIL	1105	Intro to Logic & Critical Reasoning		F-CR		S-CR			F	S	SR
PHIL	1110	Intro to Ethics		F-CR	S-CC	S-CR			F	S	SR
PHIL	1115	Comparative World Religions		F-CR		S-CR			F	S	SR
PHIL	1120	Environmental Ethics				S-CR			F	S	SR
PHIL	1180	Intro to Social & Political Philosophy				S-CR			F		
PHIL	1200	Medical Ethics		F-CR		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	American Politics & Govt	F-CC	F-CR		S-CR			F	S	SR
POLS	1121	State & Local Politics & Govt				S-CR					
POLS	1131	World Politics		F-CR		S-CR					
POLS	1141	Environmental Politics							F	S	
POLS	2202	Public Issues		F-CR					F	S	
POLS	2225	Constitutional Law							F	S	
POLS	2245	Political Ideas & Ideologies		F-CR		S-CR					
POLS	2265	Political Science Practicum									
PSYC	1108	Death & Dying									
PSYC	1110	General Psychology	F-CC	F-CR	S-CC	S-CR			F	S	SR
PSYC	1115	Stress Management	F-CC	F-CR	S-CC	S-CR			F	S	SR
PSYC	1117	Intro to Meditation & Mindfulness		F-CR	S-CC	S-CR			F		
PSYC	1130	Parenting Psychology								S	
PSYC	1135	Understanding Autism Spectrum Disorders								S	
PSYC	1145	Positive Psychology	F-CC	F-CR		S-CR					SR
PSYC	2110	Intro to Research Methods									
PSYC	2120	Psychology of Women							F		

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			CC	CR	CC	CR	CC	CR	all campuses		
PSYC	2215	Child & Adolescent Development				S-CR			F		SR
PSYC	2235	Lifespan Development	F-CC	F-CR	S-CC	S-CR			F	S	SR
PSYC	2250	Abnormal Psychology		F-CR		S-CR			F	S	SR
PSYC	2257	Psychology & the Media									
PSYC	2260	Social Psychology		F-CR	S-CC	S-CR			F	S	SR
PSYC	2265	Educational Psychology		F-CR						S	
PSYC	2270	Theories of Personality	F-CC							S	SR
PSYC	2280	Statistics for the Behavioral Sciences				S-CR			F	S	SR
PSYC	2285	Intro to Forensic Psychology				S-CR			F		
PSYC	2360	Industrial-Organizational Psychology								S	
PSYC	2370	Cross-Cultural Psychology									
PTAC	1010	Clinical Practice I						SR-CR			
PTAC	1020	Musculoskeletal Anatomy & Kinesiology PTA		F-CR							
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 College Reading		F-CR		S-CR					
READ	0990	Elements of College Reading		F-CR		S-CR					
READ	1102	College Vocabulary							F	S	
READ	1106	College Textbook Reading		F-CR-EVEN					F	S	
READ	1108	College Reading III									
SOC	1102	Relationships, Marriage & Family	F-CC	F-CR		S-CR			F	S	SR
SOC	1104	Human Sexuality in Society									
SOC	1108	Death & Dying									
SOC	1111	General Sociology	F-CC	F-CR	S-CC	S-CR			F	S	SR
SOC	1145	Gender in Society				S-CR			F		
SOC	1200	Intro to Diversity Studies									

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			CC	CR	CC	CR	CC	CR	all campuses		
SOC	2100	Sociology of Food								S	SR
SOC	2207	Sociology of Power								S	
SOC	2221	Social Problems		F-CR							
SOC	2260	Social Psychology		F-CR	S-CC	S-CR			F	S	SR
SOC	2261	Intro to Crime & Criminology		F-CR		S-CR				S	
SPAN	1101	Beg. Spanish Language & Culture I	F-CC	F-CR		S-CR				S	
SPAN	1102	Beg. Spanish Language & Culture II		F-CR	S-CC	S-CR					
SPAN	1111	Span & Lat Amer Culture: Pre-Columbian Civ									
SPAN	1112	Span & Lat Amer Culture: Conquest to present		F-CR							
SPAN	1600	Spanish for Healthcare Professionals									
SPAN	2200	Field Study Abroad									
SPAN	2201	Interm Spanish Lang & Culture I							F		
SPAN	2202	Interm Spanish Lang & Culture II								S	
STSK	1102	How to Study		F-CR		S-CR			F	S	SR
THTR	1101	Intro to Theatre		F-CR		S-CR				S	
THTR	1109	Practical Experience in Theatre		F-CR		S-CR					
THTR	1111	Acting for All		F-CR		S-CR					
THTR	1120	History of Comedy				S-CR					
THTR	2165	Stage Management		F-CR							
THTR	2205	Acting Movement		F-CR-EVEN							
THTR	2206	Acting Vocal				S-CR-EVEN					
THTR	2210	Stage Make-up		F-CR		S-CR					
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-ODD					
WGST	1108	Biology of Women		F-CR		S-CR					
WGST	1145	Gender in Society				S-CR			F		
WGST	2120	Psychology of Women							F		
WGST	2233	Women in American Culture							F		
WGST	2234	Women in a Global Perspective		F-CR					F	S	
WGST	2242	History of Women in Modern America				S-CR					

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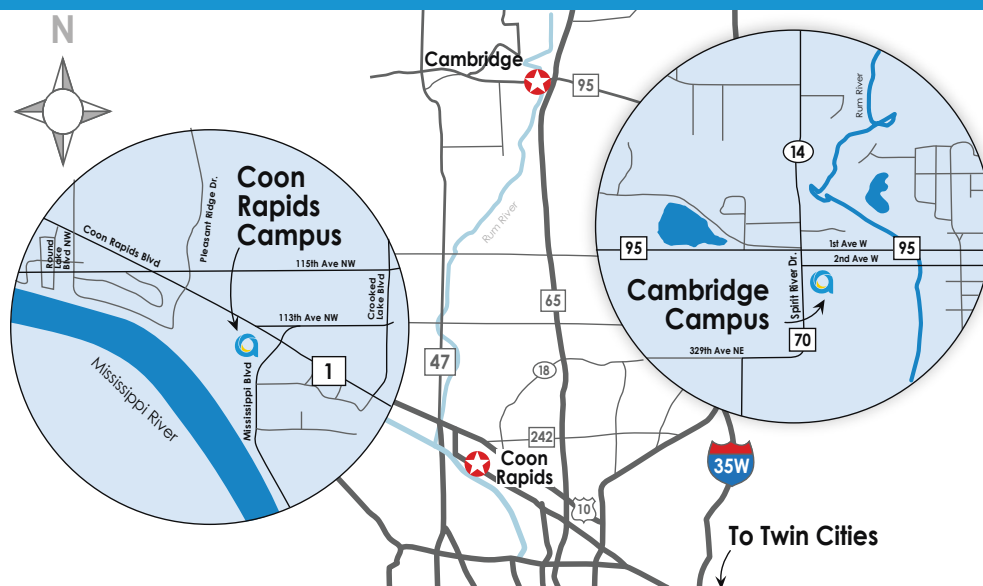
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Special Assistant to the President/Chief of Staff, Jessica Medearis	763-433-1103
Senior Human Resources Officer, Jay Nelson	763-576-4054
Chief Information Officer (Interim), Richard Malott	763-433-1204
Chief Marketing and Communications Officer, Mary McCarthy	763-433-1315
Dean of Academic and Community Outreach, Shannon Kirkeide	763-433-1897
Dean of Arts and Letters, Hannah Oliha-Donaldson	763-433-1186
Dean of Business, Psychology, Social Sciences, Wellness, and World Languages, Scott Stankey	763-433-1396
Dean of Nursing and Allied Health, Sandra Kohler	763-433-1603
Dean of Research and Evaluation, Nora Morris	763-433-1632
Dean of Science, Technology, Engineering, and Mathematics (STEM), Rebecca Krystyniak	763-433-1216
Dean of Student Affairs (Cambridge, Interim), Marsais Broadway	763-433-1152
Dean of Student Affairs (Coon Rapids), Lisa Harris	763-433-1292
Associate Academic Dean (Interim), Thom Nordin	763-433-1424
Executive Director of Professional & Workforce Training (PWT) and Foundations, Jamie Barthel	763-422-6082
Director of Academic Advising and Veterans' Services, Brian Wollum	763-433-1188
Director of Academic and Support Services, Jaimie Lopez	763-433-1122
Director of Academic Pathways and Scheduling, Corrie Anderson	763-433-1138
Director of Auxiliary Services, Robert Perez	763-433-1285
Director of Development for Foundations, Lindsey Schiller	763-433-1352
Director of Diversity and Multiculturalism, Venoreen Browne-Boatswain	763-433-6094
Director of Enrollment Management, Ricardo Gonzalez	763-433-1137
Director of Facilities, Kenneth Karr	763-433-1322
Director of Financial Aid, Bill Vikander	763-433-1297
Director of Institutional Effectiveness, Shari Jorissen	763-433-1162
Director of K-12 Partnerships, Abbie Huttenburg	763-433-1967
Director of Public Safety, Clifford Anderson	763-433-1184
Director of Records and Registration, Rhonda Kern	763-433-1362
Director of Student Development and Engagement, Mike Opoku	763-433-1272
Director of SUCCESS Program, Sergio Aguilar	763-433-1346
Director of TRIO--SSS Program (Cambridge), Monica Lilienthal	763-433-1855
Director of TRIO--SSS Program (Coon Rapids, Interim), Phil Koessler	763-433-1304
Director of TRIO--Upward Bound (Cambridge, Interim), Kyle Vadner	763-433-1236
Director of TRIO--Upward Bound (Coon Rapids), Robert Cancino	763-433-1622



# Campus Locations & Directions



## Coon Rapids Campus

11200 Mississippi Blvd NW, Coon Rapids, MN 55433  
Call 763-433-1100

## Cambridge Campus

300 Spirit River Dr S, Cambridge, MN 55008  
Call 763-433-1100

### 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/](http://AnokaRamsey.edu/about-us/maps-hours/)



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[AnokaRamsey.edu](http://AnokaRamsey.edu)



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Get up-to-the-minute information from  
**Anoka-Ramsey Community College**  
online.

**[AnokaRamsey.edu](http://AnokaRamsey.edu)**

